



सत्यमेव जयते

HANDBOOK ON COMMUNITISATION OF ELEMENTARY EDUCATION



**GOVERNMENT OF NAGALAND
DIRECTORATE OF SCHOOL EDUCATION
NAGALAND : KOHIMA - 797001**

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ABBREVIATIONS

BDO	:	Block Development Officer
CEC	:	Common Education Committee
CTR	:	Central Treasury Rules
DCC	:	District Co-ordination Committee
DDO	:	Drawing Disbursing Officer
DEO	:	District Education Officer
DIS	:	Deputy Inspector of Schools
GMS	:	Government Middle School
GON	:	Government of Nagaland.
GPS	:	Government Primary School
HT	:	Head Teacher
NPE	:	National Policy Education
POA	:	Programme of Action
SBI	:	State Bank of India
SIS	:	Sub Inspector of Schools
SSA	:	Sarva Shiksha Abhiyan
TEC	:	Town Education Committee
TI	:	Teacher In Charge
TLE	:	Teaching Learning Equipment
TLM	:	Teaching Learning Material
USEC	:	Urban Station Education Committee
VC	:	Village Council
VDB	:	Village Development Board
VEC	:	Village Education Committee
WEC	:	Ward Education Committee

Foreword

Education is the very root of a cultured and civilized society. The aim of schooling is not only to impart knowledge but also to make students efficient and responsible citizens. The Government of India has made it a Fundamental Right to provide compulsory and free elementary education to children upto 14 years. It has committed to earmark about 6% of the GDP for the education sector beginning this year 2002. 50% of the outlay will be spent on Primary education.

The Government of Nagaland has enacted the Communitisation of Public Institutions and Services Act 2002 in order to share with the communities the responsibilities for managing such institutions and services in various sector including education. The Government has further notified the Rules for Communitisation of elementary education. It aims to create an Education Authority through the Village Education Committee which will be delegated administrative and financial power for the management of the elementary schools under its jurisdiction. This would create a sense of ownership and belongingness by way of active participation of the community in the management of the school.

It is being done with a vision that with the active participation of the community, the teachers and the support of the Government we will be able to develop the institutions to a level of excellence.

The success of communitisation of the schools will depend upon the active participation of the community, the sincerity of the teachers and the timely support of the Government.

Date : August, 2002

Place : Kohima

Sd/-

(K. T. Sukhalu)

Director School Education

Foreword to the third Edition

In the First and second editions of the book, printing mistakes and errors had crept in. During the last two years, through experience, certain modifications in the earlier prescribed procedures has been effected.

And one separate Chapter on Sarva Shiksha Abhiyan and its guidelines is felt necessary. For wider coverage of Schools with communitisation, Notifications had been issued by the Government from time to time. Therefore, to update the "Handbook on Communitisation of Elementary Education", revision, enlargement and correction have been made in the earlier editions while bringing out this third edition.

Sd/-

(Kiremwati)

Education Consultant

July, 2004

PART - I

GUIDELINES ON COMMUNITISATION OF ELEMENTARY EDUCATION IN NAGALAND

1. Introduction:

In accordance with the constitutional commitment to ensure free and compulsory education for all the children upto the age of 14 years, provision of universal elementary education has been a salient feature of the National Policy since Independence. This resolve has been spelt out emphatically in the National Policy of Education (NPE) 1986 and the Programme of Action (POA) 1992. A number of schemes and programmes were launched in pursuance of the emphasis embodied in the NPE and POA.

The Constitutional provisions and the consequent legal and National Policies and statements have time and again upheld the cause of Universal Elementary Education.

Constitutional mandate 1950:- *"The State shall endeavor to provide, within a period of ten years from the commencement of this Constitution, for free and compulsory education to all the children until they complete the age of 14 years."*

National Policy of Education:- *"It shall be ensured that free and compulsory education of satisfactory quality is provided to all children up to 14 years of age before we enter the twenty first century."*

Unnikrishnan judgement 1993:- *"Every child of this country has a right to free education till he completes the age of fourteen years."*

Education Ministers resolve 1998:- *"Universal elementary education should be pursued in the mission mode. It emphasised the need to pursue a holistic and convergent approach towards UEE."*

The State Government has taken up various measures for the qualitative improvement of education and has made considerable achievements in the elementary sector, but the functioning of the schools is far from expectation. The Government has therefore envisaged the concept of **communitisation** in an effort to transfer certain management responsibilities to the community and to involve them in the educational system management. The aim is to provide quality education and improve human capabilities of the children, through a sense of belonging and sharing amongst the community members and to utilize the material and human resources for betterment of the schools. The Government of Nagaland has with such aim in view passed an Act called the **“Nagaland Communitisation of Public Institutions and Services Act, 2002”** which covers many social sectors including education.

2. The following are the number of government educational institutes in the State.

1. Government Higher Secondary Schools	9
2. Government High Schools:	116
3. Government Middle Schools:	266
4. Government Primary Schools:	<u>1374</u>
Total	<u>1765</u>

3. Educational stages in the State:

(a) Primary Education: This includes pre-primary class for one year and Class I to Class IV. Primary schools have been established in all the villages in the State to ensure that basic education is provided to every child.

(b) Elementary Education: From Class V to Class VIII. All the High Schools are also taking admission from class V onwards. Taking into consideration the number of student enrolment and the proximity of at least 2 primary schools a Middle School is provided for further studies for the students.

(c) High Schools: From Class IX to X, but as mentioned above admission from class V onwards is also taken. On completion of elementary schooling the student can attend the high schools provided in the area.

(d) Higher Secondary: Class XI to XII. Consequent upon the governments decision to delink Pre-University from the colleges, at least one Higher Secondary School has been established in every District.

4. Community Participation:

Qualitative improvement of education is the priority of the government. In order to improve the quality of education, revamping and streamlining of the existing system is required. Accordingly, the government through the concept of communitisation proposes to involve the community in the management of academic, administrative and financial affairs of the communitised schools. The concept is to inculcate a sense of ownership of public institutions that will ensure better management. The latent resources of the community are enormous and given the sense of ownership, the institutions are expected to progress towards levels of excellence.

To begin with, in the year 2002, the department has selected 89 villages in the State covering 206 Primary and Middle schools which will be brought under the process of communitisation of elementary education. This will be extended to other schools on the basis of the experiences gained through the present communitised schools.

PART - II

GOVERNMENT NOTIFICATIONS

	Page No.
GON ACT No. 2 of 2002	10
GON Notification on the Nagaland Communitisation of Public Institutions and Services Ordinance, 2002	16
GON Notification on Communitisation of Schools in selected Villages	30
GON Notification on Communitisation of all Elementary and Primary Schools w.e.f 01.01.2004	38
GON Notification on Communitisation of Elementary Education Institutions and Services Rules, 2004 in respect of School in Towns.	39
GON Notification on Financial transaction of Communitised Schools	50
GON Notification on Amendment made in the delegation of Financial and Cognate Power Rules, 1964.	53
Circular of State Bank of India on opening of Accounts.	55



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**THE NAGALAND GAZETTE
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No. 4 Kohima, Monday, April 15, 2002, Chaitra 25, 1924 (Saka)

**GOVERNMENT OF NAGALAND
DEPARTMENT OF LAW & JUSTICE**

NOTIFICATION

NO.LAW/ACT-63/2001:Dated Kohima the 15 April 2002. The Nagaland Communitisation of Public Institutions and Services Act, (Act. No.2 of 2002) 2002, which received the assent of the Governor on the 27th March,02 is hereby published for general information.

Sd/-

(KHANRINLA.T.KOZA)

Deputy Secretary to the Govt. of Nagaland

Nagaland Communitisation of Public Institutions

And Services Act, 2002

Act No. 2 of 2002

AN

ACT

Whereas it is expedient to provide for empowerment of the community and delegation of powers and functions of the State Government

to the local authorities by way of participation of the community in matters connected with the management of local public utilities, public services and the activities of the State Government connected with education, water supply, roads, forest, power, sanitation, health and other welfare and development schemes and also to provide for promotion of community based schemes incidental thereto:-

It is hereby enacted in the Fifty-second year of the Republic of India as follows:

1. Short title, Extent and Commencement:

- (1) This Act may be called the Nagaland Communitisation of Public Institutions and Services Act, 2002.
- (2) It shall extend to the whole of Nagaland.
- (3) It shall come into force on such date or dates as the State Government, may by notification, appoint for different parts of the State and for different sectors of public services.

2. Definitions:

3. Constitution and Declaration of Local Authorities:

The State Government, by notification, constitute authorities as may be called Board or Committee or any other nomenclature or declare any of the existing authorities established under any law for the time being in force for a village or an area covering two or more villages to exercise the powers and to discharge the functions as provided under this Act.

4. Delegation of Powers and Functions:

- (1) The State Government or its authorities may, by notification, delegate the powers and functions of the State Government or its authorities, as may be specified, with respect to the management and operation of any of the public utilities and public services or the activities of the State Government connected with education, water supply, roads, forests, power, sanitation, health and other welfare and development schemes to the authorities constituted or declared under section 3 of this Act.
- (2) The State Government or its authorities may also issue directions to the authorities constituted or declared under section 3 of this Act for implementing any specific schemes and policy that may be formulated with respect to any particular service or activities.
- (3) The authorities so constituted or declared under section 3 of this Act may also undertake any other social, culture and educational activities not inconsistent with the provisions of this Act with due regard to the public interest and requirement of innovative approach as well as optimum utilization of resources.

5. Transfer of assets:

Whenever required and in such manner as may be specified by the State Government the assets in relation to the public utilities and public services or the activities connected with the matters specified under section 4 vested in the State Government shall be transferred to the authorities constitute or declared under section 3 of this Act and the same shall be managed by such authorities in such manner as may be specified by special or general order made in this behalf.

6. Officers and employees of authorities:

- (1) The State Government may, by special or general order, direct that the officers and employees appointed by the appropriate authorities of the State Government on the regular and substantive capacities and employed in connection with the services of activities specified under section 4 of this Act be placed under the control of the authorities so constituted or declared under section 3 of the Act to the extent specified by the State Government in this behalf.
- (2) The conditions of services of the officers and employees also placed under sub section(1) above shall be varied except in accordance with any Rules that may be made by the State Government in this behalf or Rules that may be made governing similar category of officers and employees at the commencement of this Act.
- (3) The Rules and Regulations applicable to the officers and employees so placed under sub-section (1) above shall continue to apply until repealed or amended.
- (4) The salaries and allowances of the officers and employees so placed under sub-section (1) shall be borne by the State Government.
- (5) The authorities under section 3 of this Act may engage such further employees as may be considered expedient and as may be permitted by the fund available at their disposal. Provided that the employees so engaged under the sub section shall be deemed to be the employees of the State Government.
- (6) The authorities so constituted or declared under section 3 of this Act, subject to the directions of the State Government as may be specified by a special or general order, shall have the power to review the appointment of any employee including the work-charged employee already employed at the commencement of

this Act but not appointed on regular and substantive capacity in connection with any public utilities and public services or activities in respect of which the powers and functions had been delegated under section 4 of this Act.

7. Fund:

- (1) There shall be established a fund for the authorities so constituted or declared under section 3 of this Act.
- (2) The fund so established under sub-section (1) above shall include the grants that may be made by the State Government in connection with the discharge of function so delegated with respect to a specified service or activity or any other fund that may be raised as may further be prescribed in this behalf.
- (3) The fund so established under sub-section (1) above shall be operated subject to the special or general direction that may be issued by the State Government in this behalf.

8. Appeal/Revision:

- (1) An appeal against the decision of the authorities constituted or declared under section 3 of this Act shall lie before the appropriate authority that may be prescribed in this behalf.
- (2) The State Government or the authorities as may be authorized in this behalf may at any time call for and examine the records relating to any order passed or proceeding taken this Act by the authorities constituted or declared under section 3 of this Act.
Provided that no order shall be modified, amended or reserved unless a notice has been served on the parties interested and opportunity given to them for being heard.

9. Power to inspect:

An officer of the State Government, as may be authorized in this behalf, may enter upon or into and inspect or for the purpose of his own inspection cause any other person upon or into any immovable property, or any work in progress under the orders, or any institution under the control and administration of the authorities under section 3 of this Act and call for and inspect any book or document which may be, for the purpose of this Act, in the possession or under the control of the above said authorities.

10. Power to supersede:

If in the opinion of the State Government, an authority under section 3 is not competent to perform or persistently makes default in the performance of duties imposed on it or under this Act or exceeds or abuses its powers, the State Government may, by order, stating the reasons for so doing, declare such authority to be incompetent or in default or to have exceeded or abused its powers, as the case may be and supersede it for a period to be specified in the order or dissolve the authority and order fresh constitution of the authority or direct that any other authority shall carry out the function of such authority so superseded to the extent as may be specified in this behalf.

11. Power to make Rules:

The State Government may, by notification, make Rules for the purpose of carrying out the provisions of this Act.

12. Power to remove difficulties:

- (1) If difficulty or doubt arises in giving effect to the provisions of this Act, the State Government may, by order published in official Gazette, make any provision, not inconsistent with the purpose of this Act as appears to be necessary or expedient for removing the difficulty.

Provided that no such order shall be made after the expiry of a period of two years from the date of coming into force of this Act.

- (2) Every order made under sub-section (1) above shall, as soon as may be, after it is made, be laid before the Legislative Assembly of the State.

GOVERNMENT OF NAGALAND
DEPARTMENT OF SCHOOL EDUCATION
NAGALAND : KOHIMA

NO.EDS/SSA-75/2002(Pt-II) : Dated Kohima, the 28th March, 2002.

NOTIFICATION

In exercise of the powers conferred by Section 3 read with Section 4 and 11 of the Nagaland Communitisation of Public Institutions and Services Ordinance, 2002 (Nagaland Ordinance No.1 of 2002), the Governor of Nagaland is pleased to notify Nagaland Communitisation of Elementary Education Institutions and Service Rules, 2002 as enclosed which shall come into force on the date of publication in the Official Gazette of Nagaland.

sd/-

R.S. PANDEY

Chief Secretary to the Govt. of Nagaland.

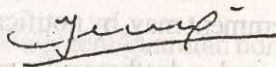
No.EDS/SSA-75/2002 (Pt-II)

Dated Kohima, the 28th March, 2002

Copy to:-

1. Special Secretary to the Governor of Nagaland, Kohima.
2. Addl. Chief Secretary & Principal Secretary to the Chief Minister, Nagaland, Kohima.
3. The Sr. P.S. to Speaker/Deputy Speaker, Nagaland, Kohima.
4. All Sr. PS/PS to Cabinet Ministers/State Ministers, Nagaland, Kohima.
5. All MLAs, Nagaland, Kohima.

6. Sr.PS to the Chief Secretary, Nagaland, Kohima.
7. Addl. Chief Secretary & Commissioner, Nagaland, Kohima.
8. The Accountant General, Nagaland, Kohima.
9. All Principal Secretaries/Commissioner & Secretaries, Nagaland, Kohima.
10. The Director General of police, Nagaland, Kohima.
11. The Secretaries/Addl. Secretaries, Nagaland, Kohima.
12. The Publisher, Nagaland Gazette, Kohima with a request to publish on priority, the full text of the Notification in the Gazette.
13. The Station Director, All India Radio/Doordarshan Kendra, Kohima with a request to kindly broadcast the Notification in the local news bulletin and dialect programmes on priority.
14. All the Editors of local Dailies/Newspapers, Nagaland.
15. All Heads of Departments, Nagaland.
16. All Deputy Commissioners/Addl. DCs/Supdts. Of Police, Nagaland.
17. All concerned.



(T.N. MANNEN)

Principal Secretary to the Govt. of Nagaland.

**GOVERNMENT OF NAGALAND
DEPARTMENT OF SCHOOL EDUCATION
NAGALAND : KOHIMA**

NOTIFICATION

NO.EDS/SSA-75/2002(PT-II)

Dated Kohima
the 28th March 2002

In exercise of the powers conferred by section 3 read with section 4 and 11 of the Nagaland Communitisation of Public Institutions and Services Ordinance, 2002 the State Government makes the following Rules.

1. SHORT TITLE, EXTENT AND COMMENCEMENT:

- i. These rules may be called the Nagaland Communitisation of Elementary Education Institutions and Services Rules, 2002.
- ii. These rules shall cover all Primary and Middle Schools, which Government may, by notification declare to be communitised, as envisaged under these rules and under Nagaland Communitisation of Public Institutions and Services Act, 2002.
- iii. These rules shall come into force on the date of publication in the official Gazette.

2. CONSTITUTION OF VILLAGE EDUCATION COMMITTEE:

(i) In every village, the Village Council shall constitute a Village Education Committee consisting of the following members:

- (a) Person elected/selected by Village Council - Chairman
- (b) VDB, Secretary - Member
- (c) Head Teacher/ of Communitised school
of the village - “
- (d) Three (3) parents/guardian representative
(at least one women) - “
- (e) Two (2) teachers representative. - “
- (f) One (1) member from Village Council - “
- (g) One (1) representative from different
churches denomination in the village - “
- (h) Two (2) members from village community
(preferably an educationist, at least a women
nominated by village community) - “
- (i) Sub-Inspector of school of the area - “
- (j) Head Teacher of GMS (or where GMS does
not exist in the village senior most teacher - Member
Secretary

Provided that where the ward of a parent/guardian nominated under clause (d) above ceases to be student of the school during the currency of the term, such nominated parent/guardian shall cease to be a member and another parent/guardian shall be nominated as member.

- (ii) The Village Education Committee may also co-opt other persons as members, if it desires and such persons shall be permanent residents of the village.
- (iii) The members, other than those who are ex-officio members, shall have a term of three years. In the event of mid-term vacancies,

new members may be nominated for the remaining period only.

- (iv) One or more of the members of the teaching staff may, if the VEC so decides, assist the member secretary in discharging his managerial and other administrative responsibilities.
- (v) The Committee shall meet at least in three months. A simple majority shall form the quorum.

3. CONSTITUTION OF COMMON EDUCATION COMMITTEE:

Where more than one village share a communitised Middle school in an area there shall be constituted a Common Education Committee consisting of the following members:

- (a) Village Education Committee of the host village.
- (b) At least 3 member representatives including 1 (One) women as far as possible from each Village Committee served by such M.E.School(s).
- (c) The Common Education Committee shall meet at least once every 3 (three) months and a simple majority of the members shall form a quorum.

4. RESPONSIBILITIES OF THE VILLAGE EDUCATION COMMITTEE:

- i. To manage, direct, supervise and control the school(s) ensuring administrative, academic and financial discipline.
- ii. To ensure participation of the community and to create in the people a sense of ownership and belongingness.

5. RESPONSIBILITIES OF THE COMMON EDUCATION COMMITTEE:

- (a) The Common Education Committee shall be responsible for planning and execution of school activities including academic and co-curricular activities.
- (b) Any problem arising out of general control, supervision and management of the school will be taken up before the Committee.
- (c) Normal day-to-day management of the school shall rest with the host Village Education Committee.

6. POWER AND FUNCTIONS OF THE VILLAGE EDUCATION COMMITTEE:

1. Administrative:

- i. To ensure regular and effective running of the schools.
- ii. To grant casual leave to staff members and to recommend other forms of leave in respect of teachers and other staff members to appropriate authorities.
- iii. To take appropriate disciplinary action for misconduct of teachers by (a) withholding pay, (b) 'No work, No pay' (c) Reporting to higher authority any serious specific misconduct, recommending any disciplinary action thereof to any other educational authority also.
- iv. Recommendations of the Village Education Committee shall be taken into consideration while transferring/retaining teacher's from/in the school under the Village Education Committee's jurisdiction.

- v. To ensure sufficient land for the school(s) and its expansion.
- vi. To construct and maintain school building(s). In this connection, technical assistance is and when needed shall be sought from/ given by the technical personal of the department.
- vii. To procure furniture, equipment, stationery, books, teaching aids and other necessities for the school.
- viii. To constitute Committee(s) for specific needs of the school(s) and educational activities.
- ix. To report to higher authorities on any administrative problem beyond solution of the VEC.
- x. To furnish information/replies in respect of the school(s) as per requirement of the department.
- xi. To compile and furnish Annual Reports of the school(s).
- xii. Appointment of substitute teachers, for period of three months to one year, **subject to the existing Government Rules, shall be made only on the recommendations of the VEC.**
- xiii. Subject to the concurrence of Managing Board of a Private school in the village, the VEC may decide on sharing of resources and activities between the Government and Private Schools.

(2) Academic:

- i. To ensure daily running of classes and implementation of annual plans and programmes towards quality improvement.
- ii. To arrange short duration courses for teachers in the school complex. Assistance may be sought from and given by experts in DIET and other departmental functionaries.
- iii. To make available free school uniforms, free text books and other learning materials and free mid-day meals to students within the norms laid down by the Government, if and when

grants are received for the purpose. (In this connection, understanding with the Anganwadi Centre, if any, should be established and maintained)

- iv. To ensure universal enrolment and retention in school(s) children upto the age of 14 or class VIII.

Financial:

- i. To receive grants from the Government, to generate resources from the community and to operate one education fund.
- ii. The interest earned out of the Savings Bank Account will form part of the education fund.
- iii. To disburse monthly salary of teachers and other staff members, deduct salary not due, consistent with "No Work No Pay" principle.
- iv. Out of the education fund, to sanction and incur expenditure on educational purposes such as training camps for teachers, excursions for students, get together of parents/guardians and teachers, procure furniture, equipment, stationery, books, teaching aids and other necessities, make available free school uniform, free text books and other learning materials and free mid-day meal to students and so on, within the norms laid down by the Government.
- v. To maintain proper accounts of income and expenditure, assets of the school; to get the accounts audited; and to bring out authentic report of the same for information of the community and the higher authority.

7. FUND AND FINANCIAL TRANSACTIONS:

- i. For the purpose of carrying out financial transactions the Village Education Committee shall open a Savings Bank Account.



which shall be operated under joint signatures of the Chairman and Member Secretary of the Village Education Committee, into which all grants and other incomes, including the salaries of the staff shall be credited and through which all cash transactions shall be carried out. (Modified : See Page 55, Chapter 5-8).

ii. The Village Education Committee shall maintain the cash book and Registers for all the cash transactions as per standing Rules/Directives issued by the Government from time to time in this regard. The department shall undertake quarterly inspection of all cash transactions, record maintenance, report submission and supervisions of the execution of Annual Planned activities through the concerned DIS or authorized officers of Education Department. In addition, half-yearly auditing of income/expenditure shall be departmentally carried out by the DIS during which all documents related to cash transactions will be made available for inspection.

iii. The Government shall put into account all grants on account of buildings, furniture, equipment and so on with intimation to the Village Education Committees.

iv. The amount granted/raised by the Village Education Committee for specific purposes shall be brought into the cash book.

v. The Village Education Committee can utilize the interest earned out of the Savings Bank Account for any of the purposes for which the Committee is authorized to incur expenditure under these rules.

8. PROCEDURE FOR DISBURSEMENT OF SALARIES:

i. The monthly salary of the staff of the sub-centre (s) shall be drawn by the Drawing and Disbursing Officer (DDO) of the

school Education Department in advance for 3 months at a time, on or before the 15th of the first month to which it relates. For this purpose to relax the existing rules separate orders shall be issued by the government under sub-rule 2 of rule 217 of C.T.R. The amount so drawn shall be credited into the Current Bank Account of the Village Education Committee concerned, by the DDO by Bank transfer under information to the Chairman/Secretary of the Village Education Committee along with the copies of the Acquittance Roll in duplicate. The amount shall be drawn by the Secretary/Chairman and disbursed to the school staff by the Village Education Committee on or after the first day of the month to which the salary relates. Though the salary of three months shall be credited into the Bank Account of the Village Education Committee, the Committee shall not be allowed to make lump sum drawl, but shall draw only the net amount due for each month's salary on monthly basis.

- ii. The Village Education Committee shall have the powers to deduct any part of the salary of any staff member(s) for valid reasons, such as unauthorised absence from duty as per "No Work No Pay" principle. Provided that the amount so deducted shall be clearly recorded in the Acquittance Roll, a copy of which, showing all deductions made by the Village Education Committee and duly signed by the payees and countersigned by the Chairman of the Village Education Committee shall be returned to the DDO and the other copy shall be retained by the Village Education Committee for office records.
- iii. The Village Education Committee shall keep the amount so deducted under sub-rule (ii) from the salaries of the staff in its Saving Bank Account and maintain a **"Register of Salary**

Deductions” recording full details of all such deductions. The amount so deducted shall be treated as Grants and shall be the resource of the Village Education Committee and the Committee shall be at liberty to utilise these amounts for any purposes for which it is authorised to incur expenditure under these Rules. The “Register of Salary Deductions” shall be maintained as per proforma at Form-16 in Part-V.

iv. For the purpose of converting the deducted amount into grants, the Village Education Committee shall submit detail amount of all such deductions to the DDO on quarterly basis (three monthly). The DDO on receipt of the accounts, shall prepare a bill in prescribed form for grant-in-aid for the said amount showing at the same time deduction through a Treasury Challan for the equal amount as “Deduct expenditure” under salary head being the amount deducted from salaries making the net amount payable as “NIL”. The “Nil” bill shall be presented to the Treasury for booking the expenditure, as well as receipts to the appropriate Head of Accounts of the department.

v. Thereafter, the DDO shall prepare a statement showing the T.V. No, date and amount debited to the grant-in-aid head duly certified by the Treasury Officer/Sub-Treasury Officer concerned and showing the Treasury Challan No, date and amount credited to salary head by way of deduct expenditure (recoveries from salaries) supported by a copy of the Treasury Challan and submit the same to the Director of School Education for taking such measures as may be required for incurring expenditure on the consolidated fund of the State.

vi. All expenditure, except on pay and allowance, shall be incurred only with specific sanction of the Village Education Committee

for the designated purposes for which the amount is granted/raised.

- vii. The Secretary of the Village Education Committee shall properly maintain the cash book and stock register separately for consumable and non-consumable articles to be countersigned by the Chairman.
- viii. The Department may subscribe separate registers for maintenance of accounts of the Village Education Committee.

9. DISTRICT COORDINATION COMMITTEE:

- i. In every District, a District Co-ordination Committee shall be constituted to plan, monitor, review and improve upon the whole exercise of Communitisation of Elementary Education institutions. This committee shall have the following members.

- | | |
|-------------------------------------------------|---------------------|
| (1) Deputy Commissioner | - Chairman |
| (2) Civil Surgeon | - Member |
| (3) Medical Superintendent | - " |
| (4) District Education Officer | - " |
| (5) Deputy Inspector of School | - " |
| (6) Project Director DRDA | - " |
| (7) District Welfare Officer | - " |
| (8) BDO (Senior-most in the district) | - " |
| (9) District Planning Officer | - Member Secretary. |
| (Substituted with
District Education Officer | - Member Secretary |

Vide GON No. EDS/SSA-75/2002 (Pt) dated 4th February, 2004)

- ii. The Chairman shall convene the Committee once in three months.
- iii. In case of serious default/management, the District Coordination Committee shall make a report to the Government.

- iv. In case of any report of misappropriation of funds, the responsibility of recovery shall lie with the Village Education Committee. On receipt of a report of misappropriation and after due inquiry into the report, the chairman of the District Coordination Committee shall take the necessary steps to recover the misappropriated funds.

10. AUDIT:

Annual Audit of the accounts of the Village Education Committee shall be carried out on a regular basis. For this purpose, the Chairman of the District Coordination Committee, that is, the Deputy Commissioner of the District, shall appoint an Audit team consisting of not more than 3 (three) members, which shall also include representative(s) of the concerned department(s). The Audit Report shall be submitted to the Chairman of the District Co-ordination Committee, who shall take necessary steps for getting the Audit objections settled. Thereafter, he shall forward a copy of the Audit Report together with his Action Taken Report to the Head of the Department concerned under intimation to the concerned DDO and Village Education Committee. Besides this audit, the accounts of the Village Education Committee shall also be open to audit by the Internal Audit of the State Government.

11. SERVICE OF ELEMENTARY SCHOOL STAFF:

Th Staff Appointed by the State Government and posted in the Elementary school(s) at the village shall be continued to be treated as Government employees for all purposes.

12. POWER TO MAKE REGULATIONS:

The Village Education Committee shall have the power to make regulations for conduct of day to day business as by way of delegating its powers and functions as may be required for the purpose.

13. REMOVAL OF DIFFICULTIES:

Any difficulty, anomaly or doubt arising from the application of these rules shall be referred to the State Government whose decision shall be final.

Sd/-

R.S.Pandey

Chief Secretary to the Government of Nagaland

No. EDS/SSA-75/2002(Part-II) Dated Kohima 28th March 2002

Sd/-

T.N. Mannen

Principal Secretary to the Government of Nagaland

GOVERNMENT OF NAGALAND
DEPARTMENT OF EDUCATION

NOTIFICATION, Dated Kohima, the 13th June 2002 & 12th and 24th July the following villages, District wise and DIS wise are communitised.

Sl.No.	District	DIS jurisdiction	Village	Name of School 1
1.	Mon	1. DIS, Mon	1. Tangnyu	1. GMS Tangnyu 2. GPS Tangnyu 'A' 3. GPS Tangnyu 'B'
			2. Phuktong	1. GMS Phuktong 2. GPS Phuktong
			3. Kongan	1. GMS Kongan 2. GPS Kongan 'A' 3. GPS Kongan 'B' 4. GPS Kongan 'C'
			4. Oting	1. GMS Oting 2. GPS Oting
			5. Tanhai	1. GMS Tanhai 2. GPS Tanhai
			6. Upper Tiru	1. GMS Upper Tiru 2. GPS Upper Tiru
			7. Jaboka	1. GMS Jaboka 2. GPS Jaboka 'A' 3. GPS Jaboka 'B'
		2. DIS Aboi	1. Chen-Moho	1. GMS Chen-moho 2. GPS Chen-Moho 'A' 3. GPS Chen-Moho Motok

				4. GPS Chen-Moho Bolo
		2.Choaha Chingnyu		1. GMS Choaha-Chingnyu
				2. GPS Choaha Sector 'A'
				3. GPS Choaha Sector 'B'
				4. GPS Choaha Tonkha
		3. Jakphang		1. GMS Jakphang
				2. GPS Jakphang Sector 'A'
				3. GPS Jakphang Sector 'B'
2.	Phek	3. DIS Pfutsero	1. Khezhakeno	1. GMS Khezhakeno
				2. GPS Khezhakeno
			2. Pfutseromi	1. CMS Pfutseromi
				2. GPS Pfutseromi
			3. Razeba-town	1. GMS Razheba
				2. GPS Razheba
			4. Phesachadu	1. GPS Phesachadu-A
				2. GPS Phesachadu-(Main)
				3. GPS Phesachdu-(Sec.) 'B'
		4. DIS Chazuba	1. Sekruzu-town	1. GMS Sekruzu
				2. GPS Sekruzu
			2. Thipuzu	1. GMS Thipuzu
				2. GPS Thipuzu Sector 'A'
				3. GPS Thipuzu Sector 'B'
			3. Ruzazho	1. GMS Ruzazho
				2. GPS Ruzazho
		5. DIS Meluri	1. Weziho	1. GMS Weziho
			2. Akhego	2. GMS Akhego
		6. DIS Phek	1. Khomi	1. GMS Khomi
				2. GPS Upper Khomi
				3. GPS Middle Khomi
				4. GPS. Lower Khomi
			2. Lazaphuhu	1. GMS Lazaphuhu

				2. GPS Lazaphuhu
			3. Lanye	1. GPS Lanye
3.	Mokokchung	7. DIS.Mkg.	1. Longkhum	1. GMS Longkhum 2. GPS Tongpang Reju 3. GPS Longma Reju 4. GPS Pongensalong
			2. Sungratsu	1. GPS Alongmen (Sungratsu) 2. GPS Sugratsu 3. GPS Alongchen Compound
			3. Mkg Village	1. GMS Mkg village 2. GPS Arjoma 3. GPS Yimisungda
			4. Mopongchukit	1. GMS Mopungchukit 2. GPS Moponchukit 'A' 3. GPS Moponchukit 'B'
			5. Longjang	1. GMS Longjang 2. GPS Compound 3. GPS Aongreju 4. GPS Imrongreju 5. GPS Pojungmen 6. GPS Khariubo
			6. Longmisa	1. GMS Longmisa 2. GPS Longmisa old 3. GPS Rensongkong 4. GPS Jangjang 5. Tsumamenden
			7. Longsa	1. GPS Longsa Compound 2. GPS Longmenden 3. GPS Imnatsungda 4. GPS Longsalong 5. GPS Salang

			8. Mongsenyimti	1. GMS Mongsenyimti
				2. GPS Imrongtema
				3. GPS Shitilong
				4. GPS Longsukmen
		9. Ungma		1. GPS Ungma Old
				2. GPS Mangkosong
				3. GPS Singang-rejo
				4. GPS Imrong
		8. D.I.S. Changtongya	1. Merangkong	1. GPS Pongen Tenen,
			2. Unger	1. GMS Unger
				2. GPS Unger
			3. Akhoya	1. GPS Akhoya
			4. Changtongya	1. GMS Changtongya(ongpang)
				2. GPS Ongpang
				3. GPS Longzung
				4. GPS Longdi
		5. Yaong Yimsen		1. 'A' Khel Yaongyimsen
				2. 'B' Khel Yaongyimsen
		9. D.I.S. Mangkolemba	1. Waromung	1. GMS Waromung
				2. GPS Imrongmen
				3. GPS Imsenkiyong
				4. GPS Waromung (Compound)
			2. Khar	1. GMS Khar
				2. GPS Imrongmen (Khar)
				3. GPS Tongpangriju (Khar)
4.	Zunheboto	10.D.I.S. Zbto.		4. GPS Atumepu(Khar)
			3. Longpayimsen	1. GPS Longpayimsen 4.
			1. Asuloto	1. GMS Asuloto
			2. Xuivi	1. GMS Xuivi

		3. Aichisaghe	1. GMS Aichisaghe
	11. DIS Agunato	1. Akuba	1. GMS Akuba
5. Wokha	12. DIS Bhandari	1. Yamhon old	1. GMS Yamhon 2. GPS Yamhon old 3. GPS Yamhon New
		2. Tssori	1. GMS Rachan 2. GPS Tssori Old 3. GPS Tssori New
		3. Ralan	1. GMS Ralan 2. GPS Ralan New 3. GPS Woroku
		4. Akuk	1. GMS Akuk Village 2. GPS Akuk 'A' 3. GPS Akuk 'B' 4. GPS Akuk New
	13. DIS Wokha	1. Wokha Village	1. GMS Wokha Village 2. GPS Wokha Vill. (Sec.) 'A' 3. GPS Wokha Vill. (Sec.) 'B'
		2. Wozhuro	1. GMS Wozhuro 2. GPS Phiro 'A' 3. GPS Phiro 'B' 4. Shaki 5. GPS Sankiton
6. Kohima	14. DIS Tseminyu	1. Tseminyu village	1. GMS Tseminyu village 2. GPS Tseminyu village
		2. Kontsunyu Village	1. GMS Kontsunyu Village 2. GPS Kontsunyu Village
	15. DIS Kohima	1. Asukika	1. GMS Asukika
		2. Ighanumi	1. GMS Ighanumi
		3. Kilomi	1. GMS Kilomi

7.	Dimapur	17. DIS Dmr.	4. Zhadima	1. GMS Zhadima 2. GPS Zhadi Kimho 3. GPS Zhadi Basa 4. GPS Zhadi Bawe
			5. Rusoma	1. GMS Rusoma 2. GPS Ruso Thephezou 3. GPS Ruso Bawe
			6. Khuzama	1. GMS Khuzama 2. GPS Khuzama 'A' 3. GPS Khuzama 'B'
			7. Mezoma	1. GMS Mezoma 2. GPS Mezo-Phetsu 3. GPS Mezo-Kuotsu
			8. Khonoma	1. GMS Khonoma 2. GPS Dzukhweke 3. GPS Chayagei 4. GPS Khono Theuo
			16. DIS Peren	1. Ntu 2. Bonkolong 3. Dungki
			1. Thahekhu	1. GMS Thahekhu 2. GPS Thahekhu
			2. Piphema	1. GMS Piphema 2. GPS Piphema Bazar 3. GPS Piphema Old 4. GPS Piphema New
			3. Naga United	1. GMS NagaUnited 2. GPS Naga United
			4. Chumukedima	1. GMS Chumukedima
			5. Sovima	1. GMS Sovima

				2. GPS Sovima
			6. Aghunaqa(Hukhai)	1. GMS Aghunaqa
			7. Khaghaboto Town	1. GMS KhaghabotoTown
			8. Pherima	1. GMS Sakipheto 2. GPS Sakipheto
8.	Tuensang	18. DIS Kiphire	9. Kasiram (Sarbura)	1. GMS Sarbura
			1. Kiphire Village	1. GMS Kiphire Village 2. GPS Kiphire Village
			2. Yangphi	1. GMS Yangphi
			3. Phisami	1. GMS Phisami 2. GPS Phisami
		19. DIS Noklak	1. Tsuwao	1. GPS Tsuwao
			2. Noklak	1. GPS Noklak Village
			3. Thonoknyu	1. GPS Thonoknyu Station
			4. Chingmei	1. GPS Chingmei
			5. Panso 'A'	1. GPS Panso 'A'
			6. Panso 'B'	1. GPS Panso 'B'
			20. DIS Tuensang	1. Tuensang
				1. GMS Chaba Tuensang
			2. Longra	1. GPS Longra
			3. Yangpi	1. GMS Yangpi 2. GPS Yangpi 'A' 3. GPS Yangpi 'B'
			4. Noksen	1. GMS Noksen 2. GPS Noksen 'A' 3. GPS Noksen 'B'
		21. DIS Shamator	1. Hukir	1. GMS Hukir
			2. Shamator Town	1. GPS Shamator Town 'A' 2. GPS Shamator Town 'B'
		22. DIS Longleng	1. Yongnyah	1. GMS Yongnyah 2. GPS Sector A

	2. Mongnyu	3. GPS Sector B 4. GPS Sector C
		1. GPS Mongnyu 2. GPS Sector 'A' 3. GPS Sector 'B'
	3. Yongyimchen	1. GPS Yongyimchen

* [Note: The villages and schools communitised in the first instance in the year 2002.

The list would be expanded in due course]

**GOVERNMENT OF NAGALAND
DEPARTMENT OF SCHOOL EDUCATION**

NOTIFICATION

Dated Kohima the 30th Sept/2003

No. EDS/SSA-75/2002 (PT-II) : In exercise of the powers conferred by Section 3 read with Section 4 and 11 of the Nagaland Communitisation of Public Institution and Services Act (Act No. 2 of 2002) 2002. the Governor of Nagaland is pleased to declare Communitisation of all Government Elementary and Primary schools under Education Department with effect from 01.01.2004.

2. This issues in partial modification of the earlier Notifications in this regard.

Sd/- V. SAKHRIE

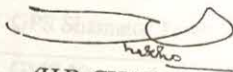
Secretary to the Govt. of Nagaland

NO. EDS/SSA-75/2002 (PT-II)

Dated Kohima, the 30th Sep/2003

Copy to :-

1. The Special Secretary to the Government of Nagaland, Kohima.
2. The Secretary to the Chief Minister, Nagaland, Kohima.
3. The Sr. P.S. to Speaker/Deputy Speaker, NLA, Kohima.
4. All Sr. P.S./P.S. to Cabinet Minister/ Ministers of the State, Nagaland, Kohima.
5. All M.L.As. in Nagaland.
6. The Sr. P.S. to Chief Secretary, Nagaland, Kohima.
7. The Commissioner, Nagaland, Kohima.
8. The Accountant General of Police Nagaland Kohima
9. All Principal Secretaries / Commissioner & Secretaries Nagaland Kohima
10. The Director General of Police Nagaland Kohima
11. The Secretaries / Addl. Secretaries, Nagaland, Kohima.
12. The Publisher, Nagaland Gazette, Kohima.
13. The Station Director, All India Radio/Doordharshan Kendra, Kohima with a request to kindly broadcast the Notification in the local news bulletin and dialect programmes.
14. All the Editor of local dialies/Newspapers, Nagaland.
15. All Heads of Departments, Nagaland.
16. All Deputy Commissioners/Addl. DCs/Supdt. of police. Nagaland.
17. Guard file/Office copy.


(H.R. CHAKHO)
Joint Secretary to the
Govt. of Nagaland.

GOVERNMENT OF NAGALAND
DEPARTMENT OF SCHOOL EDUCATION

NOTIFICATION

NO. EDS/SSA-75/2002 (Pt)/ : Dated Kohima, the 4th Feb/2004

In exercise of the powers conferred by Section 3 read with Section 4 and 11 of the Nagaland Communitisation of Public Institutions and Services Ordinance, 2002 (Nagaland Ordinance No. 1 of 2002), the Governor of Nagaland is pleased to notify, in continuation to Notification of even Number dated 28th March 2002, Nagaland Communitisation of Elementary Education Institutions and Service Rules, 2004 in respect of Schools in the Towns as enclosed herewith which shall come into force on the date of publication in the Official Gazette of Nagaland.

Sd/- R. S. PANDEY

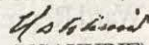
Chief Secretary to the Govt. of Nagaland

NO. EDS/SSA-75/2002 (PT-II)

Dated Kohima, the 5th Feb/2004

Copy to :-

1. The Special Secretary to the Government of Nagaland
2. The Principal Secretary to the Chief Minister, Nagaland.
3. The Sr. PS. to Speaker, Nagaland.
4. The PPS/Sr. PS/PS to Ministers Minister of State, Nagaland.
5. All the MLAs, Nagaland.
6. The Sr. PS to the Chief Secretary, Nagaland.
7. The Addl. Chief Secretary & Home Commissioner, Nagaland.
8. The Commissioner, Nagaland.
9. All Principal Secretaries/Commissioner & Secretaries, Nagaland.
10. The Director General of Police, Nagaland.
11. The Secretaries/Addl. Secretaries, Nagaland.
12. The Publisher, Nagaland Gazette, Kohima with a request to publish the full text of the Notification in Nagaland Gazette on priority.
13. The Station Director, All India Radio Station/Doordarshan Kendra, Kohima with a request to kindly broadcast the Notification in the local News Bulletin and dialect programmes on priority.
14. The Editors of all local Dailies/Newspaper, Nagaland.
15. The Director of School Education, Nagaland. He is directed to ensure receipt of the Notification by all the DEOs and DISs Nagaland for immediate necessary follow up action.
16. Shri Kiremwati, Education Consultant, Nagaland.
17. Shri. Zapra, Education Consultant, Nagaland.
18. All the Head of Departments.
19. All the Deputy Commissioners/Addl. Deputy Commissioners, Nagaland.
20. All the Superintendent of Police, Nagaland.
21. All the District Education Officers/ Deputy Inspector of Schools, Nagaland.


(V.SAKHRRIE)

Secretary to the Govt. of Nagaland.

**GOVERNMENT OF NAGALAND
DEPARTMENT OF SCHOOL EDUCATION**

NO. EDS/SSA-75/2002 (Pt-II) Dated Kohima, the 4th February/2004

NOTIFICATION

In exercise of the powers conferred by Section 3 read with Section 4 and 11 of the Nagaland Communitisation of Public Institutions and Services Ordinances, 2002 (Nagaland Ordinance No.1 of 2002), the State Government makes the following rules :

1. SORT TITLE, EXTENT AND COMMENCEMENT:

- i) These rules may be called the Nagaland Communitisation of Elementary Education Institutions and Services Rules, 2002.
- ii) These rules shall cover all Primary and Middle Schools, which Government may, by notification declare to be communitised, as envisaged under these rules and under Nagaland Communitisation of Public Institutions and Services Ordinance, 2002.
- iii) These rules shall come into force on the date of publication in the Official Gazette.

2. CONSTITUTION OF WARD/TOWN/URBAN STATION EDUCATION COMMITTEE :

- i) In every Ward/Town/Urban Station, the Ward Community/Ward Panchayat/Town Committee/Urban Station Committee, whichever is applicable shall constitute a Ward/Town/Urban Station Education Committee consisting of the following members :
 - a) Person selected/selected by the Ward Community Ward Panchayat/Town Committee/Urban Station Committee, whichever is applicable -Chairman
 - b) Ward Representative to Municipal Council/Town Council or Urban Station Committee, whichever is applicable -Member

- c) Head Teachers of all Communitised Schools of the Ward/Town/
Urban Station - Member
- d) Three Parents/Guardians Representatives to be Nominated by
the Parents/Guardians (at least one should be a woman). -Member
- e) Two Teacher Representatives nominated by the teachers -Member
- f) One member of the Ward Community/Ward Panchayat/Town
Committee/Urban Station Committee, whichever is applicable -Member
- g) One representative of all Churches to be nominated by the
Churches -Member
- h) One Representative of every religious group having an orga-
nized presence in the Ward/Town/Urban Station - Member
- i) Two members (at least one woman), preferably Educationst,
to be nominated by the ward Community/ward Community/
Ward Panchayat/Urban Station Committee -Member
- j) Sub-Inspector of Schools of the area -Member
- k) Head Teacher of the Government Middle School (or where
Middle school does not exist in the ward/Town/Urban Station
the senior most Teacher in charge of the Government Primary
school -Member-Secretary

Provided that where the ward of a parent/guardian nominated under clause (d) above ceases to be a student of the school during the currency of the term, such nominated parent/guardian shall cease to be member and another parent/guardian shall be nominated as member.

- ii) The Ward/Town/Urban Station Education Committee may also coopt other persons as members. if it desires, and such persons shall be permanent residents of the Ward/Town/Urban Station.
- iii) The Members, other than those who are ex-officio members, shall have a term of three years. In the vent of mid-term vacancies new members may be nominated for the remaining term period only.

- iv) One or more of the members of the teaching staff may, if the Ward/Town/Urban Station Education Committee so decides, assist the Member Secretary in discharge of his managerial and other administrative responsibilities.
- v) The Committee shall meet at least once in three months. A simple majority shall form the quorum.

3. CONSTITUTION OF COMMON EDUCATION COMMITTEE.

- i) Where more than one Ward/Town/Urban Station share a communitised Middle school in an area there shall be constituted a Common Education Committee consisting of the following members :
 - a) Ward/Town/Urban Station Education Committee of the host village.
 - b) At least 3 member representatives including 1 (one) woman as far as possible from each Ward/Town/Urban Station Education Committee served by such M.E. School (s)
 - c) The Common Education Committee shall meet at least once every 3(three) months and a simple majority of the members shall form a quorum.

4. RESPONSIBILITIES OF THE WARD/TOWN/URBAN STATION EDUCATION COMMITTEE.

- i) To manage, direct supervise and control the school(s) ensuring administrative, academic and financial discipline.
- ii) To ensure participation of the Community, and to create in the people a sense of ownership and belongingness.

5. RESPONSIBILITIES OF THE COMMON EDUCATION COMMITTEE:

- a) The Common Education Committee shall be responsible for planning and execution of school activities including academic and to co-curricular activities.
- b) Any problem arising out of general control, supervision and management of the school will be taken up before the Committee.
- c) Normal day-to-day management of the school shall rest with the host Ward/Town/Urban Station Education Committee.

6. POWERS AND FUNCTIONS OF THE WARD/TOWN/URBAN STATION EDUCATION COMMITTEE.

1) Administrative :

- i) To ensure regular and effective running of the school(s)
- ii) To grant Casual Leave to staff members, and to recommend other forms of leave in respect of teachers and other staff members to appropriate authority;
- iii) To take appropriate disciplinary actions for misconduct of teachers by (a) withholding of pay, (b) adopting 'No Work, No Pay', (c) reporting to higher authority any serious specific misconduct recommending any disciplinary action thereof to any educational authority also;
- iv) Recommendations of the Ward/Town/Urban Station Education Committee shall be taken into consideration while transferring/retaining teachers from/in the schools under the Ward/Town/Urban Station Education Committee's jurisdiction.
- v) To ensure sufficient land for the school(s) and its expansion.
- vi) To construct and maintain school building(s). In this connection, technical assistance if and when needed shall be sought from/given by the technical personnel of the department.
- vii) To constitute Committee(s) for specific needs of the school(s), and educational activities.
- ix) To report to Higher Authority on any administrative problem beyond solution of Ward/Town/Urban Station.
- x) To furnish information/replies in respect of the school(s) as per requirement of the Department;
- xi) To compile and furnish Annual Report of the School(s);
- xii) Appointment or concurrence of Managing Board of a Private School in the Ward/Town/Urban Station, the Ward/Town/Urban Station Education Committee may decide on sharing of resources and activities and activities between the Government and Private Schools.

2. Academic:

- i) To ensure daily running of classes and implementation of annual plans and programmes towards quality improvement;
- ii) To arrange short duration training courses for teachers in the school complex. Assistance may be sought from and given by experts in DIET and other departmental functionaries.
- iii) To make available free school uniform, free Textbooks and other learning material and free mid-day meals to students within the norms laid down by the Government, if any, should be established and maintained;
- iv) To ensure universal enrolment and retention in school (s) children up-to the age of 14 or class VIII;

3. Financial :

- i) To receive grants from the Government; to generate resources from the community and to operate one Education Fund;
- ii) The interest earned out of the Savings Bank Account will form part of the Education Fund.
- iii) To disburse monthly salary of teachers and other staff members, deduct salary not due, consistent with 'No Work, No Pay' principle;
- iv) Out of the Education Fund, to sanction and incur expenditure on educational purposes such as training camps for teachers, procure furniture, equipment, stationery, books, teaching aids and other necessities and free mid-day meal to students and so on, within the norms laid down by the Government;
- v) To maintain proper accounts of income and expenditure, assets of the schools; to get the accounts audited: and to bring out authentic Report for the same for information of the community and higher Authority.

7. FUND AND FINANCIAL TRANSACTIONS:

- i) For the purpose of carrying out financial transactions, the Ward/ Town/Urban Station Education Committee shall open a Savings Bank Account, which shall be operated under joint signa-

tures of the Chairman and Member Secretary of the Ward/Town/Urban Station Education Committee, into which all grants and other incomes, including the Salaries of the staff shall be credited and through which all cash transactions shall be carried out. (Modified : see Part -III containing step section 'C')

- ii) The Ward/Town/Urban Station Education Committee shall maintain the Cash Book and Registers for all cash transactions as per standing rules/directives issued by the Government from time to time in this regard. The Department shall undertake quarterly inspection of all cash transactions, record maintenance, report submission and supervision of the execution of annual planned activities through the concerned DIS or Authorized Officer of Education Department. In addition, half-yearly auditing of income/expenditure shall be departmentally carried out by the DIS during which all documents related to cash transactions will be made available for inspection.
- iii) The Government shall put into the Account all grants on account of Buildings, Furniture, Equipment, and so on with intimation to the Ward/Town/Urban Station Education Committees.
- iv) The Ward/Town/Urban Station Education Committee can utilize the interest earned out of the Savings Bank Account for any of the purposes for which the Committee is authorized to incur expenditure under these Rules.

8. PROCEDURE FOR DISBURSEMENT OF SALARIES:

- i) The monthly salary of the staff of the Sub-Centre(s) shall be drawn by the Drawing and Disbursing Office (DDO) of the School Education Department in advance for 3 months at a time, on or before the 10th of the first month to which it relates. For this purpose to relax the existing rules separate orders shall be issued by the Government under sub-rule 2 of rule 217 of C.T.R.

The amount so drawn shall be credited into the Savings Bank Account of the Ward/Town/Urban Station Education Committee concerned, by the DDO by Bank transfer under information to the Chairman/Secretary of the Ward/Town/Urban Station Education Committee along with copies of the Acquaintance Roll in duplicate. The amount shall be drawn by the Secretary/Chairman and disbursed to the school staff by the Ward/Town/Urban Station Education Committee on or after three months shall be credited into the Bank Account of the Ward/Town/Urban Station Education Committee, the Committee shall not be allowed to make lump sum drawal, but shall draw only the net amount due for each months salary on monthly basis.

- ii) The Ward/Town/Urban Station Education Committee shall have the powers to deduct any part of the salary of any staff member(s) for valid reasons, such as unauthorized absence from duty as per the 'No Work, No Pay' principle.
- iii) Provided that the amount so deducted shall be clearly recoded in the Acquaintance Roll, a copy of 3 which, showing all deduction made by the Ward/Town/Urban Station Education Committee and duly signed by the payees and countersigned by the Chairman of the Ward/Town/Urban Station Education Committee shall be returned to the DDO and other copy shall be retained by the Ward/Town/Urban Station Education Committee for office records.
- iv) The Ward/Town/Urban Station Education Committee shall keep the amount so deducted under sub-rule (ii) from the salaries of the staff in its Savings Bank Account and maintain a 'Register of Salary Deductions' recording full details of all such deductions. The amount do deducted shall be treated as Grants and hshall be the resources of the Ward/Town/Urban Station Education Committee and the Committee shall be at liberty to utilize these amounts for any purpose for which it is authorized to

incur expenditure under these Rules. The "Register of Salary Deductions shall be maintained as per Performa at Annexure-I to these Rules.

- v) For the purpose of converting the deducted amount into Grants, the Ward/Town/Urban Station Education Committee shall submit detailed amount of all such deductions to the DDO on quarterly basis (three monthly). The DDO On receipt of the accounts; shall prepare a bill in prescribed form for grant-in-aid for the said amount showing at the same time deduction through a Treasury Challan for the equal amount as 'deduct expenditure' under salary head being the amount deducted from salaries making the net amount payable as 'nil'. The 'Nil' bill shall be presented to the Treasury for booking the expenditure, as well as receipts to the appropriate heads of accounts of the Department.
- vi) Thereafter, the DDO shall prepare a statement showing the T.V. No., date and amount debited to the Grant-in-aid head duly certified by the Treasury Officer/Sub-Treasury Officer⁵ concerned and also showing the Treasury Challan no., date and amount credited to Salary head by way of deduct expenditure (recoveries from salaries) supported by a copy of the Treasury Challan and submit the same to the Director of School Education for taking such measures as may be required for incurring expenditure on the Consolidated Fund of the State.
- vii) All expenditure, except on pay and allowances, shall be incurred only with specific sanction of the Ward/Town/Urban Station Education Committee for the designated purposes for which the amount is granted/raised.
- viii) The Secretary of the Ward/Town/Urban Station Education committee shall properly maintain Cash Book and Stock Register separately for consumable and non-consumable articles to be countersigned by the Chairman.
- ix) The Department may prescribe separate Registers for mainte-

nance of accounts of the Ward/Town/Urban Station Education Committees.

8. DISTRICT CO-ORDINATION COMMITTEE.

i) In every District, a District Co-ordination Committee shall be constituted to plan, monitor, review and improve upon the whole exercise of Communitisation of Elementary Education institutions. The Committee shall have the following members.

1/	Deputy Commissioner	-	Chairman
2/	Civil Surgeon	-	Member
3/	Medical Superintendent	-	Member
4/	District Planning Officer	-	Member
5/	Deputy Inspector of School	-	Member
6/	Project Director, DRDA	-	Member
7/	District Welfare Officer	-	Member
8/	Block Development Officer (Senior-most in the District)	-	Member
9/	District Education Officer	-	Member-Secretary

ii) The Chairman shall convene the Committee, at least once in three months.

iii) In case of serious default/mismanagement the District Coordination Committee shall make a report to the Government.

iv) In case of any report misappropriation of funds, the responsibility of recovery shall lie with the Ward/Town/Urban Station Education Committee. On receipt of a report of misappropriation and after due enquiry into the report, the Chairman of the District Coordinatrion Committee shall take the necessary steps to recover the misappropriated funds.

10. AUDIT

Annual Audit of the accounts of the Ward/Town/Urban Station Education Committee shall be carried out on a regular basis. For this purpose, the Chairman of the District Co-ordination Committee, that s, the Deputy Commissioner of the District, shall appoint an Audit Team consisting of not more than 3 (three)

members, which shall also include representative (s) of the concerned Departments(s). The Audit Report shall be submitted to the Chairman of the District Co-ordination Committee, who shall take necessary steps for getting the audit objections settled. Thereafter, he shall forward a copy of the Audit Report together with his Action Taken Report to the Head of Department concerned under intimation to the concerned DDO and Ward/Town/Urban Station Education Committee. Besides this audit, the accounts of the Ward/Town/Urban Station Education Committee shall also be open to audit by the Internal Audit of the State Government.

11. SERVICE OF ELEMENTARY SCHOOL STAFF

The staff appointed by the State Government and posted in the elementary School(s) at the Ward/Town/Urban Station shall continue to be treated as Government employees for all purposes.

12. POWER TO MAKE REGULATION.

The Ward/Town/Urban Station Education Committee shall have power to make regulations for conduct of day to day business by way delegating its powers and functions as may be required for the purpose.

13. REMOVAL OF DIFFICULTIES :

Any difficulty, anomaly or doubt arising from the application of these Rules shall be referred to the State Government whose decision shall be final.

GOVERNMENT OF NAGALAND

FINANCE DEPARTMENT

NOTIFICATION

Dated Kohima, the 30th July, 2002

NO.FIN/TNI-25/92 :: In exercise of the powers conferred by Section 7 & 8 of the Nagaland Communitisation of Public Institutions and Services Act, 2002 (Act No.2 of 2002), the Governor of Nagaland is pleased to issue the following instructions in the matter of financial transactions of the communitised institutions :-

- I. All the records and papers regarding drawal of money made by the concerned DDOs or the Communitised Institutions should be maintained properly and separately in the DDOs office to facilitate audit by the office of the Accountant General.
2. Rule 217 of the Central Treasury Rules are hereby relaxed, allowing the concerned DDOs of the Communitised Institutions to draw the pay and allowances of the Government officials serving in the communitised institutions in advance for/up to 3(three) months at a time. While passing such bills, the Treasury Officer should ensure that such bills are supported by the relevant notifications covering the institutions under the communitisation act. This relaxation will be in operation as long as the communitisation scheme is continued or until further orders. This relaxation will automatically lapse on the event of communitisation scheme being with-drawn/discontinued from a particular institution.
3. The salaries drawn in advance shall be paid/disbursed on or after the last day of the month.

4. The amount drawn *for* salaries will have to be kept in the Current Account of the Village Committee of the Communitised institution which will be jointly operated by the Chairman and the Member Secretary of the Committee.
5. In the event of recoveries arising due to half pay leave/extraordinary leave availed by the staff of the communitised institution(s), the details shall be brought to the notice of the concerned DDO by the Village Committee *for* adjustment in the subsequent pay bills.
6. In case of transfer/promotion, the concerned Village Committee should submit the salary drawn in advance to the concerned DDOs. The DDO shall then deposit the same to the Government account through treasury challan and a copy should be submitted to the HOD *for* record. .
7. In the event of death/resignation/termination etc., the details shall be submitted to the concerned DDO's by the Village Committees. The DDO shall in turn submit the details of deductions of GPF/GIS/HBA/MCA etc. *to* the HOD with a copy to the Accountant General *for* necessary adjustments.
8. The grants received *for* buildings, furniture, equipment and other receipts by the communitised institution(s) should be kept in the Saving Bank Accounts. The interest from this Saving Bank Account can be utilised by the Village Community for purposes related to the maintenance of the communitised institution(s).

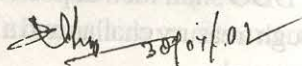
Sd/-

(LALTHARA) IAS,

Principal Secretary & Finance Commissioner.

Copy to :-

1. The Chief Secretary to the Government of Nagaland, Kohima.
2. All Principal Secretaries/Commr- Secretaries/Secretaries to the Government of Nagaland.
3. Accountant General, Nagaland, Kohima. 4. All Heads of Departments.
5. The Director of Treasuries & Accounts, Nagaland, Kohima.



(K.Ramnganing)

Deputy Secretary, Finance Department

**GOVERNMENT OF NAGALAND
FINANCE DEPARTMENT
TREASURIES & ACCOUNTS BRANCH**

NOTIFICATION

Dated Kohima, the 17th Sept, 2002.

NO.FIN/TA/1-25/92 (Pt.file I) :: The Governor of Nagaland is pleased to direct that the following amendments be made in the delegation of Financial and Cognate Power Rules, 1964.

“Add the following as new item in Schedule III”

Sl. No.	Nature of Powers	Authority	Extend of Power	General condition if any
81-A	Sanction fo grant-in-aid to Village Education Committees of the Communitised Schools against the amount deducted from salaries for conversion into grants in aid.	DIS	Full Powers	Subject to any general or specific Orders issued by Finance Deptt.

Sd/-

(LALTHARA) IAS,

Principal Secretary & Finance Commissioner.

Dated Kohima, the 17th Sept. 2002

Copy to :-

1. The Chief Secretary to the Government of Nagaland, Kohima.
2. All Principal Secretaries/Commr. Secretaries to the Government of Nagaland.
3. All Heads of Departments.
4. The Director of Treasuries & Accounts, Nagaland, Kohima.
5. The Accountant General, Nagaland, Kohima.
6. The Nagaland Gazette for publication in next issue.



(Menukhol John)

Officer-on-Special Duty (Finance)

General condition if any	Extend of Power	Dis	Sanction to grant - in aid to Village Education Committees of the Communistised Schools against the amount deducted from salaries for conversion into grants in aid	Subject to any general or specific Orders issued by Finance Dept.
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State Bank of India

Regional Office

Dimapur

Nagaland-797 112

CIRCULAR SPECIAL LETTER NO. DGM/MEN/

05TH August, 2002.

To

All the Asstt. Gen/Chief/Branch Managers

Of State Bank of India, Dimapur Module.

COMMUNITISATION OF SCHOOLS/PRIMARY HEALTH CENTRES, ETC.

OPENING OF ACCOUNTS OF VILLAGE COMMITTEES.

We have been advised by Govt. of Nagaland that in terms of the **Nagaland Communitisation of Public Institution and Services Act, 2002**, the responsibilities of running establishments, such as the Government Primary Schools, Primary Health Centres, Community Health Centres, etc. are being handed over to various Village Committees. In this regard, in order to enable the Committees to run these Communitised projects, the Government has decided, in consultation with the Accountant General, that two Bank accounts will be opened by the Village Committees for each Communitised Project viz. :

- a) Current Account, for the purpose of keeping three months salaries of the Government staffs, which will be drawn in advance.
 - b) Saving Bank account for keeping the Grants, etc. received from the Government for the purpose of building, furniture, equipments, etc.
- 02.** These accounts will be jointly operated by the concerned Chairman and Member Secretary of the various Committees. The operation of the Current account will be for the sole purpose of salary payment only and therefore the drawal should be only for a month's salary at a time and under no circumstance will the concerned committees be allowed to draw the salaries of a particular month before its due date,

which shall be **on or after the last day of the month**. Further, the operation of these account, especially the Current account for salary will be in line as those accounts being operated by the Village Development Boards.

03. In view of the above, please arrange to open the accounts of the Village Committees without fail. Please also note that the Chief Secretary, Govt. of Nagaland has requested that these accounts be opened without insisting on minimum balance stipulation. Therefore, in difference to the request of the Chief Secretary, and as these accounts are institutional in nature, minimum cash deposit may be relaxed at the time of opening of these accounts.
04. A copy of the Govt. of Nagaland, Finance Department Notification No. FIN/TA/1-25/92 dated 30.07.2002 is enclosed for your perusal.



Deputy General Manager

PART - III

PROGRAMME OF ACTION

	Page No.
First Step	58
Second Step	58
Third and continuing steps	60

To note :

In this part

1. "Village" shall mean even Town/Ward/ Urban Station.
2. "Village Education Committee" shall mean even "Ward Education Committee", Town Education Committee" or "Urban Station Education Committee".

PROGRAMME OF ACTION

FIRST STEP:

1. The Village Council shall convene a meeting of the entire village community. All the school teachers, all the villagers both men and women and villagers, residing outside who are likely to assist in the venture are to attend the meeting. (Government officials attending the said meeting will be treated as on duty during the days of journey and meeting). Timely information has to be given to the Secretary (SE) to the Govt. of Nagaland or his representative, the DEO/DIS/SIS, the Deputy Commissioner/ADC/SDO(C)/EAC and other officers that may be necessary for the said meeting. The meeting shall interact and thoroughly discuss the objectives, the system, the responsibility, the accountability and the Programme of Action (POA) If and when the community understands, decides and commits to implement the system, the VEC shall be constituted in the meeting with members as notified.
2. The DEO shall recommend to the Government willing village(s) preferably with one Government Middle School in the initial phase.
3. The Government on receipt of the report and recommendation of the DEO shall declare by a Notification the village(s) to implement the system. The Notification shall mention specific date of effect.

SECOND STEP:

1. The Chairman shall convene the first meeting of the VEC. The Secretary, VEC, shall convene subsequent meetings in consultation with the Chairman. Government official members attending the meeting shall be treated as on duty for the days of journey and meeting.

2. The first meeting shall decide on:
 - (a) Discipline and code of conduct of school staff and maintenance of registers:
 - (i) Staff daily attendance Registers (F-1)
 - (ii) Leave Register (F-2)
 - (iii) Casual Leave Register (F-3)
 - (iv) Staff Discipline Register (F-4)
 - (b) Discipline of students and maintenance of Registers:
 - (i) Students Daily Attendance Register (F-5)
 - (ii) Students Discipline Register (F-6)
 - (c) Relationship with and participation of the community, the Village Council, the Church(s), Parents/guardians and others.
 - (d) School Calendar, Annual scholastic and Non-scholastic activities.
 - (e) Curriculum and Daily Routine.
 - (f) Financial transactions including drawl and disbursement of monthly salary (see Part-II); Budget and expenditure; Financial discipline; Cash book (F-7) and so on.
 - (g) Opening of Bank Account and its operation.
 - (h) Verification of present stock and opening of Stock Registers:
 - (1) Central Stock Register (Form-8)
 - (2) Land and Building Register (Form-9)
 - (3) Furniture Register (Form-10)
 - (4) Equipment and Teaching Aids Register (Form-11)
 - (5) Books and Journal Register (Form-12)
 - (6) Stationary Register (Form-13)
 - (i) Assessment of minimum needs.
 - (j) Explore financial resources from the community and the Government.
 - (k) Any other relevant matter.

THIRD AND CONTINUING STEPS

A. ADMINISTRATIVE

Government

1. The Government shall pay into the Current Account of the VEC a grant for payment of salaries and into the Saving Account of VEC grants for specific purposes, an appropriate amount to open the Account and for initial and continuing expenses to smoothly run the school(s).
2. The government shall provide sufficient number of "HANDBOOK ON COMMUNITISATION OF ELEMENTARY EDUCATION" to the VEC and the school(s).

Village Education Committee

1. The VEC and its members shall be seriously involved. Agenda for meetings shall be prepared in advance. Meeting and the agenda shall be notified ahead of time. Minutes of meetings shall be recorded in good quality Register; and typed copy(s) given to all concerned.
2. The VEC as the overall Education Authority shall be responsible for overall Management of the school(s) in respect of good governance, financial discipline, development, academic improvement and so on.
3. The VEC shall receive from the Government salary of the staff which shall be kept in a Current Account and disburse them monthly after verification from records the day-to-day attendance of every teacher.
4. The VEC shall receive grants from the Government and explore resources from the community; and incur expenditure for the school(s) on construction/repair of buildings, procurement of furniture, books, teaching aids, stationery, etc; and on activities and needs of the VEC

- and the school(s).
5. The Teacher posted in different schools in the village may be asked by the VEC to take classes in any other school in the village in order to have optimum utilization of teachers capabilities and to upgrade the standard of teaching. No extra remuneration shall be charged for this, such assignments should be treated as an honour.
 6. The VEC shall ensure universal enrolment of children and retention of students up-to the age of 14.

Secretary/Chairman, VEC

1. They shall jointly operate the Accounts in the Bank (see Financial steps).
2. They shall procure sufficient materials as per decision of the VEC, maintain Central Stock Register, and issue the necessities to the school(s).
3. They shall maintain Staff Leave Register (not for Casual Leave), Discipline Register, and so on.
4. They shall maintain record of monthly staff un-authorised absence basing on reports from the Teacher In-charge.
5. They shall maintain Register/File of monthly deductions from salary (see Financial steps).

Teacher Incharge (TI)

1. He shall receive from the VEC sufficient Registers, furniture, equipment, stationary, etc. Registers if blank shall be properly prepared as per forms prescribed for various purposes.
2. The Registers shall be properly filled-in avoiding overwriting, and in time.

3. He shall maintain staff attendance Register, and report to the Secretary, VEC monthly un-authorised absence, if any.
4. He shall maintain Student Discipline Register; (Form 6) and inform to the parents of any serious in-discipline of a student including irregular attendance and a visitor's book (form 14).
5. He may convene parents-teachers meeting from time to time.
6. He shall be obligated to promptly and sincerely implement all decisions of the Department and the VEC's as per the Rules.

Class Teacher

1. He shall make and maintain Students Attendance Register properly.
2. Irregular attendance of a student shall be brought to the notice of the parent.

All Staff Members:

1. ON CASUAL LEAVE/RESTRICTED HOLIDAY

- (a) Application for CL/RH shall be submitted in advance to the TI, except in cases of emergency for which application may be submitted later. If the TI is the Secretary, VEC, he shall submit it to the Chairman, VEC. To be/not to be granted shall be decided on spot. Every one day of CL/RH shall be recorded in the CL/RH Register, and the staff attendance Register by the Teacher In-charge. The application shall be kept in file. This will avoid any controversy/misunderstanding on the matter.
- (b) If and when CL/RH is about to be exhausted, the teacher concerned shall be intimated in advance.
- (c) The TI shall report casual absence to the Secretary, VEC monthly in writing before disbursement of pay.

2. ON EL, HPL, COMMUTED LEAVE, EOL, etc.

- (a) Leave shall be applied for to the Controlling Officer (DDO) through the Secretary, VEC who shall make necessary entries in the Leave Register and forward it with comments.
- (b) The Deputy Inspector of Schools (DDO) shall take timely action. After entries in the Service Book and the Leave Account, he shall issue the Leave Order clearly indicating : 1. Leave at credit, 2. Leave granted and 3. Balance of leave.
- (c) The Secretary, VEC on receipt of the Order shall make entries in the Leave Register.
- (d) Deductions due to Sl. (c) and un-authorised absence shall be made during disbursement of pay. Such deductions shall be properly recorded and further steps taken (see financial steps).

3. ON DISCIPLINE OF STAFF:

- (a) The assumption is that the TI who is directly responsible to maintain discipline among staff members should be first self-disciplined or by the VEC. Anything that may not go well with teaching profession and well-being of the institution shall constitute indiscipline. Given verbal advice and even warning, if a teacher continues unchanged, the matter shall be reported in writing by the TI to the Secretary, VEC.
- (b) When a written report is received, the Secretary, VEC shall take up the matter in the VEC for necessary action.

4. DISCIPLINE OF STUDENTS:

- (a) It is the responsibility of all teachers to maintain discipline among themselves and of students. Collective and corrective approach should be made. In extreme cases, the TI should bring the matter to the notice of the parent.

- (b) The TI should generally take disciplinary actions. In extreme cases, it should be reported to the Secretary, VEC to be taken up by VEC whose decision shall be final and binding.

5. OFFICIAL INSPECTORS AND SUPERVISORS

1. The Departmental Officials, Members of the District Co-ordination Committee and any other person authorised by the Government/ Deputy Commissioner shall pay visits to the school(s) from time to time.
2. They may inspect the maintenance of Registers and Records, and offer suggestions for improvement.
3. They shall supervise running of the school(s), their activities and offer suggestions for improvement.
4. Visits shall be supervisory and assistive in approach.

B. ACADEMIC

OBJECTIVES:

1. To attain academic excellence by retaining the good of the present and restoring the eroded values and indigenous approach, and by enriching the academic content through local inputs.
2. To develop healthy, self-reliant and good citizenship in the students.
3. To create an environment of joyful teaching and learning.
4. To ensure universal enrolment of children and retention of Students up-to the age of 14.

PREPARATIONS:

1. Every teacher has to generate self-confidence and teaching proficiency through conscious regular teaching activities and training. He should be conscious every moment of life that teaching through life is the best way of teaching.
2. **“Learning by doing”** should be applied. Teaching Aids should be prepared with local materials except those not available locally.
3. The school premises and class rooms should be clean and well maintained. Flowers, plants and trees should be grown to create a pleasant educational atmosphere.
4. Lesson planning is a must for effective teaching.
5. Teachers should know all the students by name of their respective classes. A personal note book is advised for every teacher to record daily observations on student and his/her needs.
6. Text books should be with the teacher and the students.
7. To remember that the best way of teaching is developed through constant practice and experience.

TEACHING CONTENT:

1. Every teacher is expected to be punctual and know the subject matter he is teaching.
2. The prescribed Curriculum and Syllabus is like a skeleton. The teacher has to shape it with flesh and blood.
3. Teaching in the village environment, its history and geography (avoiding anything controversial); traditions and conventions, ethics of the

community shall go a long way in concept creation and rooting the life of the students in its basics.

4. Indigenous games and sports, Art and culture should be encouraged.
5. Talented members of the church(s) should associate to teach music, songs and ethics.
6. SECRET and DIET should be ever-ready to assist the teachers in enriching the content and improving methodology of teaching.
7. Informal evaluation of students should be the approach in the lower primary classes. Formal written examination may gradually be introduced in the higher classes.

CO-SCHOLASTIC ACTIVITIES:

1. To arrange teachers training in and outside the village. Private school(s) if any in the village may also participate in the training.
2. To arrange and encourage competitions amongst the schools and the students in games and sports, literary and cultural activities; and in making scientific and mechanical devices.
3. To arrange field trips and excursions (It may be kept in mind that hill people in general enjoy learning outdoors more than indoors)
4. To invite and involve persons from the community who can render assistance in special area such as folk songs, dance, crafts, indigenous games and sports and so on. Special guests may be invited to give befitting talks to teachers and students.
5. Activities of the school should bring the students, parents, teachers, the Community and the School(s) nearer to each other.

C. FINANCIAL ASPECTS

1. Opening of Bank Account.

- (a) The Village Education Committee (VEC) shall open two Bank Accounts.
- (b) The Current Account for transaction of salary.
- (c) The Saving Account for transaction of development fund.
- (d) The bank account shall jointly be operated by the Chairman and the Secretary of the VEC.

2. Preparation of Pay Bills.

- (a) The Deputy Inspector of Schools (DIS) shall prepare the 3 months pay bill in advance on or before 15th of the first month. (It is envisaged that the salary of September 2002, which is payable on 1st of October 2002, will be the 1st month). For this purpose the State Government has relaxed Rule 217 of the Central Treasury Rules (CTR) vide No. FIN/TA/1-25/92 dated 30th July 2002.
- (b) The 3 months' pay bill shall be prepared in three different pay bills for each month so as to provide incentives such as annual increments etc. This will also enable the VEC to disburse the salary effectively.
- (c) The pay bill shall be prepared separately for Grade-III & IV staffs.
- (d) The pay bill shall also be prepared separately as per the sub-heads/minor-heads of expenditure.
- (e) The pay bill of Plan, Non-Plan, CSS etc. shall be prepared separately.
- (f) The pay shall be prepared in the new pay bill form, that has been specifically designed/formulated for the communitised institutions.
- (g) The DIS shall write a letter to the bank indicating the amount to be credited to each VEC Bank Account along with the bank deposit form/voucher. The format of the letter is at Form - 17.
- (h) The DIS shall prepare a separate incumbent wise salary statement of each communitised school for each month. A copy of the same shall be sent to the VEC for disbursement of salary. The format of the incumbent wise salary statement is at Form - 18.

3. Disbursement of pay.

- (a) On getting the Acquittance Roll (A/R) from the DIS, the Secretary of the VEC shall enter the same in the pay register.

- (b) The Secretary of the VEC, shall then disburse the salary of the staff(s) on or after the first day of the subsequent month.
- (c) The VEC shall deduct the salary of any staff(s) for unauthorized absence on the principle of **"No Work, No Pay"**
- (d) The VEC, shall utilize the deducted salary for the maintenance of the school as grant received from the government.
- (e) The VEC, shall prepare the detail statement of deducted salary and submit the same to the DIS on quarterly basis.
- (f) (i) The DIS shall issue sanction order by converting the deducted salary as grant from the Government (a separate order delegating power of sanctioning by the DDO's (DIS) shall be issued by the Finance Department.)
- (f) (ii) The DIS shall then prepare a bill in prescribed (modified) form of **T.R.42** in Triplicate as grants received from the Government. The deducted amount under salary head shall be presented through Treasury Challan showing the net amount payable as **"Nil"**. The modified format of T.R. 42 is at Form -19.
- (g) The DIS shall submit the Treasury Challan along with bill copy of T.R. 42 to the Directorate Office for record.
- (h) The Directorate office shall compile the same and submit to the Finance Department before the end of the financial year, so as to reflect the same in the Revised Budget.

4. Adjustment of;

- (a) ***Half average pay leave/Leave not due/Extraordinary leave.***
 - (i.) The VEC shall inform the DIS of any staff(s) availing HAPL/EOL etc against whom salary is drawn in advance.
 - (ii.) The DIS shall adjust the same in the subsequent pay bill of the concerned incumbent.
 - (iii.) A separate register shall be maintained both by the VEC and the DIS for this purpose.
- (b) ***Salary in case of transfer/promotion.***
 - (i) The VEC shall inform the transfer/promotion of any staff(s) to the DIS, against whom salary is drawn in advance.

- (ii) The VEC shall submit the pay drawn in advance against those staffs to the DIS office.
- (iii) The DIS shall then deposit the salary drawn in advance to the Government Account through Treasury Challan.
- (iv) The DIS shall submit a copy of the Treasury Challan to the Directorate office for record.
- (v) A separate register shall be maintained by the VEC and the DIS for the detail records for this purpose.

(c) *Salary in the case of death/resignation/termination etc.*

- (i) The VEC shall inform about cases of death/ resignation/ termination of any staff(s) to the DIS.
- (ii) The VEC shall submit the salary drawn in advance against those incumbent(s) to DIS office.
- (ii) The DIS then shall deposit the same to the Government Account through Treasury Challan.
- (iii) The DIS shall submit a copy of the Treasury Challan to the Directorate Office for record.

(d) *General Provident Fund /Group Insurance Scheme /House Building Advance / Motor car Advance etc. in case of death/ resignation/ termination etc.*

- (i) The DIS shall submit the detail statement of advance deduction of GPF/GIS/HBA/MCA etc. to the Directorate Office and a copy to the Accountant General, Nagaland.
- (ii) The Accountant General, Nagaland, shall adjust the advance deduction of GPF/HBA/MCA etc. against each incumbent(s) from their final GPF payment and Death-cum-Retirement Gratuity (DCRG).
- (iii) The Directorate Office shall adjust the advance deduction of Grade-IV GPF from the final payment.
- (iv) The advance deduction of GIS shall be adjusted while issuing the sanction order by the Directorate Office.

5. Financial power/sanctioning authority of VEC.

- (a) The secretary and the chairman shall have the power to disburse the salaries of the staff(s).
- (b) The other expenditure such as, construction fund, stationery, text book, furniture, teaching & learning equipment etc. and also donations/ contributions received from any other source(s) shall be incurred only on the approval of the VEC.

6. Audit

- (a) *The Audit shall be conducted by the following;*
 - (i) The office of the Directorate of School Education, Nagaland.
 - (ii) The office of the Directorate of Treasuries & Accounts, Nagaland.
 - (iii) The Audit team authorized/appointed by the Deputy Commissioner, who is the chairman of the District Co-ordination Committee.

(b) Maintenance of records.

- (i) The DIS shall maintain all the related records/documents etc. separately for communitised institutions for the purpose of Audit.
- (ii) The VEC shall also maintain the same as per the prescribed formats of each expenditure.

7. Misappropriation of fund.

- (a) If the fund is misappropriated by a Member Secretary, who is a government employee, the amount shall be recovered and disciplinary action shall be taken as per the prevailing/existing Government Rule(s).
- (b)
 - (i) If the fund is misappropriated by the Chairman of the VEC, who is not a government servant, the misappropriated money shall be recovered from the village fund such as VDB fund etc.
 - (ii) For this purpose, an MOU shall be signed between the Village Council of the communitised schools and the Deputy Commissioner, who is the chairman of the District Co-ordination Committee.

PART - IV

SSA AND ITS GUIDELINES

	Page No.
Elementary Education, SSA and Communitisation	71
Guidelines on utilisation of SSA Funds	75
Structuring of SSA Mission Authorities	83
Frequently asked questions and answers	85

ELEMENTARY EDUCATION STRUCTURE, SSA AND COMMUNITISATION

With introduction of new patterns, new systems and new terminologies, initial confusions, and communication gaps are bound to arise. However, some basic points outlined below will help avoid ambiguities :

The over-all charge of Elementary Education shall continue with the Government, Department of School Education through the Directorate of School Education, SCERT and the NBSE.

The Sarva Shiksha Abhiyan State Mission Authority Nagaland (SSA) is a State level autonomous Society registered under No. H/RS-668 dated 5th June, 2000 sponsored by the Government in conformity with National Policy with articulated Frameworks and Programmes towards fulfillment of the constitutional obligation of Universalisation of Elementary Education (UEE) by 2010 with quality improvement. Under it are the District Mission Authorities with respective Deputy Commissioners as the Chairman and the District Education Officer as the District Project Officer and member Secretary.

3. Communitisation is not a structure, but a system, a process by which involvement and participation of communities are facilitated by an Act creating Village level Authorities (VEC) and by empowering them to manage the Elementary Education institutions under respective jurisdictions.

THE SYNCHRONISATION

1. The SSA does not create new structures, but reinforces the existing ones in the Government. It depends on the Departments of the Government for man-power. Only in exceptional circumstances, extra man-power is recruited as per norms laid down by the National Mission Authority. The State Government has to ensure that the educational mainstream has to be totally involved in the programme activities of SSA. SSA upgrades competence of staff. It is a funding agency of the Government for timely funding of projects of Elementary schools avoiding avoidable brakes and leakages in financial systems at all levels, Government of India and Government of Nagaland down to the Village communities for whom the fund is meant. The system of communitisation has created local education Authority (VEC) which represents the community, and has legal sanction. To the VEC are

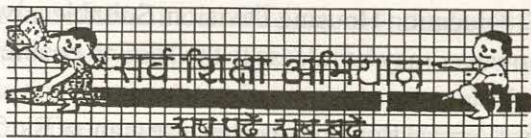
delegated the responsibility and the Authority to run elementary schools with accountability and transparency. Thus the SSA and the system of communitisation are both means of strengthening and enriching the Department in discharge of its responsibilities of elementary education. Communitisation has become an intrinsic vehicle of SSA.

2. Towards improvement of quality of education, the training of teachers by SCERT and NCTE shall continue. The training is supplemented and enhanced through UNICEF intervention.
3. Funding of elementary education by the State Government shall continue. The SSA receives grants from the Central government as well as the State government in the ratio of 75:25 during the 10th. Five year plan period (2002-07), and then after at 50:50 share. A portion of the grant is for overhead expenditure; and the bulk of it is expected to reach the VECs through the District Mission Authorities. (EBRC Mission Authorities are likely to be created in due course.)
4. The existing scheme of elementary Education of the Department (except National Bal Bhawan and NCTE) will converge after 9th Plan (i.e 2002-03).
5. The National programme for nutritional support to primary education (Mid-Day Meals) would remain a distinct intervention.
6. All fund to be used for up-gradation, maintenance, repair of schools, Teaching Learning Equipment (TLE) and local management will be transferred to VECs.
7. Other incentives schemes like distribution of scholarships and uniforms will continue to be funded under State plan. They will not be funded by SSA programme.

8. NORMS FOR FINANCIAL INTERVENTION UNDER SSA (only those concerned with VECs)

- Free text Books : - to all girls/SC/ST children at primary and upper primary level within an upper ceiling of Rs 150/ per child.
- State to continue to fund free text books being currently provided from the State plan.

- Civil works :** - Ceiling of 33 % of SSA programme funds.
- Maintenance and** - only through school management Committees (VEC).
- Repair of school** - Up-to Rs 5000 per year as per specific proposal by the school Buildings Committee (VEC)
- Must involve elements of community contribution.
- TLE (Teaching-Learning)** - @ Rs 50000 per school for uncovered schools.
- As per local specific requirement to be determined by Teachers/Equipment) school Committee (VEC)
- SCHOOL Committee to decide on best mode of procurement, in consultation with teachers.
- School Grant** - Rs 2000 per year per primary/upper primary school for replacement of non functional school equipment.
- Transparency about utilisation.
- To be spent only by VEC/SMC.
- Teacher Grant** - Rs 500 per teacher per year in primary and upper primary.
- Transparency about utilisation.
- Training of** - For a maximum of 8 persons in a village for two days in Community a year, preferably women.
- Leaders** - @ Rs 30/- per day.
- Provision for** - Upto Rs 1500/- per child for integration of disabled children, Disabled children as per specific proposal.
- District as a Unit for planning for disabled children.



**Sarva Shiksha Abhiyan
State Mission Authority
Directorate of School Education
Nagaland, Kohima - 797001**

NO.SSA/NAGA-6/2002 - 03

Dated Kohima, the 17th May 2003

SUBJECT :- GUIDELINES ON UTILIZATION OF SSA FUNDS

In continuation with earlier instruction contain in this office letter even no. dated 25-3-03 the following additional guidelines are hereby issued for guidance & compliance.

- 1. Construction, Maintenance & Repair of School Buildings.**
- I. Estimates for construction of School Building shall either be prepared by the Engineering wing of the Education Department of any competent technical person in the district as deem fit by the District Mission Authority (DMA)
- II. In order to ensure sense of ownership, all construction repair & renovation etc shall be done by the VEC through Community participation and not through any contract system as far as practicable. In any case there must be an element of community contribution or participation in all construction activities.
- III. For construction of Educational Block Resource Centre (EBRC) the SMA in consultation with Education Housing Division is issuing a specimen blueprint with plinth area.
- IV. For all practical purpose the Engineering wing of Education Department shall supervise and issue a completion certificate of all works.
- V. Payment shall be released to the VEC by the DMA only on the basis of completion Certificate issued by the designated official of

the EE, Education Housing Division. Suitable advance at least 30% however may be release to the VEC to enable them to buy materials etc.

- VI. In case of Annual Building maintenance grant of Rs. 5000/- ,DMA shall place the fund with respective VEC who should utilize the same for repair of the school building.[Refer to Appendix]
- VII. On completion of any type of works, utilization Certificate shall be issued by concerned DMA to the SMA.
- VIII. Copies of all proceeding of VEC meetings shall be submitted to the respective DMA through concerned DIS for approval.
- IX. In case of any shortfall in allocation, priority should be given to the Communitized Schools.

2. **School Grants.**

- I. DMA shall place the Rs. 2000/- school grants in the account of concerned VEC.
- II. The amount is meant for replacement of non-functional school equipment such as Black Board, Chair, Table, Bench & Desks, Maps or charts, Chalk or repair of Type Writer/Duplicating machines etc.
- III. VEC shall decide the mode of utilization giving local specific consideration, a copy of such proceeding shall be submitted to the respective DMA for approval & SMA for information.
- IV. UC along with the minutes of proceeding of VEC meeting for such authorization shall be submitted to DMA who in-turn shall submitted a consolidated statements to SMA.
- V. In case of any shortfall in allocation, priority shall be given to the Communitized Schools.

3. **TLE for Middle Section of High Schools.**

- I. Any amount made available under Teaching Learning Equipment (TLE) for the Middle Section of Govt. High Schools shall be placed with the respective head of Institution either the Headmaster or Principal as the case may be.
- II. TLE shall be as per local specific requirement to be determined by the teachers and School Managing Board.
- III. Concerned School Managing Board shall decide the best mode

of procurement in consultation with the teachers as per local specific requirement.

- IV. Utilization Certificate (UC) giving detail items & quantities of TLEs with minutes of proceeding of VEC meeting for such authorization shall be submit a consolidated UC to the SMA.

4. Establishment Cost of EBRC:

- I. Till such time building for EBRC are constructed or alternate appropriate building is identified fund under establishment Cost of EBRC should not be utilized under any circumstances and should be kept intact.

- II. When the EBRC are function:

a. Funds for furniture; contingencies; meeting & traveling allowance grants; TLM etc shall be placed with respective Co-ordinators of each EBRC.

b. Co-ordinator's of EBRC and the VEC where it is located, shall decide the requirement of furnitures, contingency expenses according to the local specific requirement and the mode of utilization this grant, Proceeding of such meeting shall be submitted with the UC to the designated authority.

c. The Co-ordinator (EBRC) on the basis of guidelines to be issued by SCERT shall procure TLM.

- III. UC under joint signature of Co-ordinator & chairman of VEC, where EBRC is located, along with minute of the proceeding for such expenditures shall be submitted ti respective DIS & SMA.

5. Teacher Grant

- I. Annual Teacher grant of Rs. 500/- shall be placed in the account of Village Education Committee in accordance with number of teachers in those particular Schools.
- II. No payment shall be release to individual teachers.
- III. Teachers have to utilize the amount in preparing low costs Teaching Learning Materials (TLM) with locally materials.
- IV. Till such time teachers are trained in new Pedagogy etc. the School (teacher) and Village Education Committee shall decide mode of utilization. Copies of such proceeding of VEC meeting shall be submitted to respective DIS, DMA & SMA.

For all practical purpose a separate Case History Register in the format prescribed in the specific guidelines for utilization of maintenance & repair of school building must be followed for each of the item listed above by each implementing Agencies.

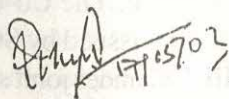
Sd/- (R.S. PANDEY) IAS
Chief Secretary & Ex-Officio Chairman

NO. SSA/NAGA-66/2002-03

Dated Kohima, the 17th May 2003

Copy to,

1. The Sr. P.S. to Chief Secretary, Ex-officio Chairman SMA
2. The Sr. P.S. to Secretary to the Govt. of Nagaland, Edn. Deptt.
3. The Director & all officers in the Directorate of School Education
4. The Deputy Commissioner, Ex-officio Chairman DMA.
5. The Executive Engineer, Education Housing Division.
6. The District Education Officer _____
7. The Principal GHSS _____
8. The Headmaster/DIS _____



(K.J. LOHE)
State Project Director

APPENDIX

Dated: January 10, 2003

Sub: **Guidelines for utilization of maintenances and repairs of school building**

Regular maintenance of school infrastructure have been area of concern in most or the states. Numbers of such structures have deteriorated much faster in absence of such regular maintenance and some of them have to be rehabilitate with heavy cost,

The problem of regular maintenance have been addressed in Sarva Shiksha Abhiyan by providing upto Rs. 5,000/- per school/year. The provision will help to great extent in maintaining the health of school infrastructure.

The other pre-requisite for the maintenance grant are:

1. Only through school management committees/VECs.
2. Up to Rs. 5000 /year as per specific proposal by the school committee.
3. Must involve elements of community contribution.
4. Expenditure on maintenance and repair of building would not be included for calculating the 33% limit for civil works.
5. Grant will be available for those schools, which have existing buildings of their own.

1. Preparation of Infrastructure plan: (permanent record)

- (i) Site plan with scale;
- (ii) Detailed plan with X-sections & elevations;
- (iii) Some photographs;
- (iv) Room wise specifications of:
 - a) Foundation;
 - b) Walling;
 - c) Roofing;
 - d) Flooring;
 - c) Joinery.

(v) Year of Construction: -

(vi) General condition of the building - Extent of repair/maintenance required against each room in tabular form - giving extent of repair on main items as mentioned above.

(vii) Mapping of local skill, material & building traditions.

The details should lead to proper technical assessment regarding maintenance/ repair and expenditure.

(viii) The other required details are:

- a) Number of students class-wise;
- b) Population of village/ ward;

(viii) Data should be updated regularly;

(ix) One copy each, of this data should be kept at school level, at district level or any other level as the state decides.

- The drawings/details/data can be got prepared from some NGO/ Consultant etc.

2. Community contribution

- (i) Must involve element of community contribution.
- (ii) Preventive maintenance.
- (iii) Regularity of maintenance.

3. The general items for maintenance repairs are:

- (i) White Washing! Colour Washing;
- (ii) Painting of Black Board, Children Board etc.;
- (iii) Repair of leakage of roof, if any;
- (iv) Repair, replacement doors, windows etc.;
- (v) Painting of doors and windows;
- (vi) Repair! replacement of plaster/pointing etc.;
- (vii) Repair/replacement of flooring;
- (viii) Repair of walling;

- (ix) Any other items relating to maintenance! repair required for the health of the school infrastructure.

4. Training of Community: - All School infrastructure is to be constructed through school management committee/ school education committee/school construction committee. Training of community is important aspect and is to be provided at Block level, cluster level for executing civil works and .1150 for carrying out maintenance repair grant. Construction and repair manual will be prepared & distributed to the members of committee while imparting technical guidance - if required. Technical guidance will be provided by Block level Engineer/ SSA Engineers or by building centre (HUDCO).

5. Execution: - Only through school management committee/School Education Committee/ School Construction Committees as per state perspective.

6. Purchase of material: - The best available items/ materials required for the maintenance/ repairs may be purchased by the committee from market at most competitive rates.

7. The maintenance/ repair grant may be utilised for the maintenance of the following components of physical infrastructure:

- (i) School building;
- (ii) Toilets;
- (iii) Drinking water facilities;
- (iv) Child friendly elements;
- (v) Fencing/boundary wall;
- (vi) For Rehabilitation work, etc.

8. The maintenance/ repair grant call also be utilised for rehabilitation of:

- (i) Black boards;
- (ii) Built in cupboards/storage spaces;
- (iii) Opening of windows/ventilators for proper light & air;
- (iv) Ramp;
- (v) Minor addition/alteration;
- (vi) Study corners, etc.

9. Case history (permanent record)

- (i) Approximately 200 pages register properly bounded to be maintained at school level as a permanent record having:
- Yearly maintenance proposals with item-wise estimation from local mason/ carpenter/painter etc be sent to District office.
 - Some photographs supporting photographs.
- (ii) Yearly Balance Sheet

Receipt

a) Grant Received	=	-
b) Community Contribution	=	-
c) Any other grant! fund	=	-
Grand Total	=	-

Expenditure

a) Detail of Purchases

S. No.	Date	V.No.	Name of Shopkeeper with address	Description of material	Quantity Amount
1.	-	-	-	-	-
2.	-	-	-	-	-
3.	-	-	-	-	-
4.	-	-	-	-	-

b) Detail of Manpower

S. No.	Name of Labour	Details/Dates of employment	Wages paid	Signature of labour	
1.	-	-	-	-	-
2.	-	-	-	-	-
3.	-	-	-	-	-
4.	-	-	-	-	-

Balance funds = Receipt - Expenditure

To be carried over to next year

- The record is to be maintained yearly.
- Record of technical advice if any from time to time.
- The register to be put up to every inspecting officer/ official visiting the school to record his views on the health of the building.

10. For intent and purposes kindly refer to Framework for Implementation of Sarva Shiksha Abhiyan.

GOVERNMENT OF NAGALAND

EDUCATION DEPARTMENT

NOTIFICATION

Dated Kohima, the 2nd Sept '03.

No. EDS/SSA/MA-32/2003 : The Governor of Nagaland is pleased to constitute the Restructuring of State Mission Authority & District Mission Authority (SMA&DMA) as per decision taken in the 3rd Executive Committee meeting of SSA, State Mission Authority Nagaland on 27th June, 2003 for better administration, monitoring and implementation of the SSA Programme. The Members of State/District Mission Authorities are indicated as under :

(1) STATE LEVEL OFFICE :

Mission Director	:	Director of School Education
State Project Director	:	State Project Director (SSA)
Project Co-ordinance	:	On Contractual or deployment of qualified teachers etc.
Consultant/System Analyst/Research Asst/		
Date Entry		
Operators/Office Asst.		

(2) DISTRICT MISSION AUTHORITY

District Co-ordinator		
& Member Secretary	:	D.E.O.
Project Asst.	:	One GT/SIS preferably with B.Ed. from each constituent
DIS to be designated as project Asst.		

(3) DISTRICT CORE TEAM :

Chairman	:	D.E.O.
Members	:	All DIS & Project Assts.
Member Secretary	:	Senior Most Project Asstt.

(4) DIS LEVEL CORE TEAM :

Project team leader : DIS concerned
Project Asstt. : Those GT/SIS attached to Dist
Office
Data Entry Operator : One UGT/Asstt.

(5) EDUCATIONAL BLOCK RESOURCE CENTRE (EBRC) :

Co-ordinator : Sub-Inspector of Schools with
B.Ed. of GT with B.Ed.
Asstt. Co-ordinator : Jr. Gt/SIS with B.Ed.

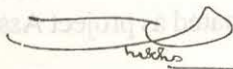
Sd/- V. SAKHRIE

Secretary to the Govt.
of Nagaland.

NO. EDS/SSAMA-32/2003 Dated Kohima, the 2nd September '04'.

Copy to :

1. The DPS to Chief Secretary, Nagaland, Kohima.
2. The Principal Secretary & Commr. Nagaland, Kohima.
3. All Principals Secretaries/Commissioner Secretaries, Nagaland.
4. The Publisher Nagaland Gazette, Kohima for publication in the Gazette for next issued.
5. All DCs/ADCs in Nagaland.
6. All DEOs/DISs in Nagaland.
7. All concerned.



(H.R. CHAKHO)

Joint Secretary to the
Govt. of Nagaland.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Que.1: What should be the district for the purpose of preparation of DEEP? That is whether the revenue district or the educational district should be taken as the unit for planning at the district level?

Reply: Revenue district should be taken as the unit of planning at the district level. The number of revenue districts is frozen as on 31/3/2002, and no further bifurcation would be taken into account for planning. Plans of districts bifurcated subsequently would be Included in the original un-bifurcated district.

Que.2: What norms should be followed in creation of posts, other than that of teachers?

Reply: While sanctioning new non-teacher posts following points may be kept in consideration:

I. No new permanent posts should be created.

II. While examining the need of new posts, the feasibility of using the human resources available; in the present administrative structure - both the mainline education department and DPEP - should be explored first. If any of the activities cannot be done with the present set up, only then recourse should be made to new posts.

III. The posts being created should be filled only through contract or through deputation. No permanent liability should accrue on the society due to filling up of these posts.

IV. No deputation allowance will be allowed for posts filled through deputation.

V. The total management cost should be less than 6% of the total cost, separately for each district and also in total or the entire State.

Que.3: Whether personnel can be posted for supervision of civil works?

Reply: Personnel can be posted at 'various level's for civil works supervision, subject to the guidelines mentioned In FAQ No.2.

Que.4: Whether repairs can be done for classrooms beyond Rs 5000/- per school?

Reply: SSA would fund only upto Rs 5000/- per school per annum for maintenance and repair. However, repairs beyond Rs 5000/- can always be taken up by sourcing other funds such as community; contribution, Panchayat Funds, State Government funds, Centrally sponsored scheme, etc.

Que.5: What should be the unit cost of civil works in cases where SSA norms are silent?

Reply: The unit cost, where not specifically mentioned in the SSA norms, would depend on the PWD norms of the State. However, in cases where the unit costs are abnormally high, the estimates would be looked into by the Technical Support Group of SSA at the National Level for Its recommendations. In case of drinking water facilities and toilets, the PAB has fixed an upper limit of Rs. 15000/- and Rs. 20000/- respectively. Any additional expenditure for these two items would have to be met by the State through other sources.

Que.6: Whether child friendly elements are permitted in schools under SSA?

Reply: Permanent civil works based child-friendly elements can be provided in the new school buildings sanctioned under SSA, provided they are built in to the unit cost of the school building.

Que.7: Whether boundary walls are permitted under SSA?

Reply: Boundary Walls would be permitted only in extreme cases like hilly terrain, forest areas or urban areas. In other cases boundary walls from SSA funds would not be encouraged.

Que.8: Whether ECCE facilities or EGS centres can be constructed under SSA?

Reply: ECCE facilities or EGS centres cannot be constructed under SSA.

Que.9: Whether the 5% limit on cost of construction of BRCs/ CRCs is within the 33% civil works limit or over and above the civil works limit?

Reply: The 33% limit on civil works includes expenditure on construction of BRCs and CRCs. Within this overall limit there is a sub-limit of 5% of total annual projected expenditure on construction of BRCs and CRCs.

Que.10: Whether ceiling of Rs 6 lakhs for BRC construction and Rs. 2 lakhs for CRC construction continue till 2010?

Reply: Yes, as per current approvals. However, it is also expected that BRCs and CRCs would be constructed in the initial years of the programme.

Que.11: Whether civil works plan should have details of funds accessed from other sources?

Reply: The Plans should make a realistic analysis of funds available for school infrastructure improvement. While exact amount available under schemes, other than SSA, may not be known, an assessment should be made of items of work which could be taken up under other schemes and only the balance should be proposed for funding under SSA. It may be possible for the District to come to a conclusion that only limited funding or no funding is available from other schemes but this should be clearly brought out in the plans or in subsequent documentation.

Que.12: Whether residential schools can be constructed under civil works?

Reply: Hostels cannot be taken up under civil works as part of school facility. However, residential schools as a complete package can be taken up under the innovative scheme.

Que.13: Whether equipment for monitoring quality of construction can be purchased and training of supervisory teams for civil works monitoring can be taken up?

Reply: The unit cost for each construction should have a supervision component. If any Equipment is to be bought, it should be bought from this provision. The supervision cost built into the unit cost can be retained at the District/State level for expenditure on supervision. Training of supervisory staff can be budgeted under the management cost.

Que.14: While expenditure on civil works is limited to 33 % of the perspective plan outlay, districts have been permitted to go up to 40 % of annual outlay each year provided the total expenditure does not exceed 33% of the approved perspective outlay. Whether this perspective outlay should be the outlay till 2010 or till 2007.

Reply: Since the districts have been asked to prepare the financial component of the perspective plan only till 2007 (even though the physical component would be till 2010), the 33% limit would be taken as that of the approved financial outlay till 2007. Thus, the annual plans can go upto 40% of the annual outlay, provided the perspective plan has been approved and the total expenditure does not exceed 33% of the approved outlay till 2007.

Que.15: Whether SIEMAT or BRC construction needs to be done by the community?

Reply: Since SIEMAT is a State level construction, it need not be done by the community. The State may follow the PWD regulations or other regulations applicable to the Education Department of the State for construction of office buildings. Regarding BRCs, which are block-level structures, the concerned State Government may decide between community construction or construction through a State agency such as PWD.

Que.16: Whether salary of the teachers recruited under SSA is only for a ten-year period?

Reply: As per the SSA norms, the sharing pattern under SSA between the Centre and the States Is 85:15 in the 9th Plan, 75:25 in the 10th Plan and 50:50 thereafter.

Que.17: Would the expenditure on BRC and CRC resource person be a part of the management cost?

Reply: Expenditure on the resource persons in BRC/CRC (20 or 10 per block as the case may be) Is not part of the management cost. Other costs on BRC/CRC, provided in the SSA norm such as TLM, Furniture, contingency, TA, Meeting, etc, are also not part of the management cost.

Que.18: What is the provision under SSA for training of BRC/CRC personnel?

Reply: Since BRC/CRC personnel are teachers, training to them can be provided under the head for teachers' training for in-service teachers (20 days).

Que.19: How should be the BRC/CRC personnel be recruited?

Reply: BRC/CRC personnel should be recruited from the existing senior and experienced teacher who have shown the temperament for this kind of job. The resultant vacancies would be filled up with fresh teachers, and so the budgeting would be done based on the salary of these fresh teachers.

Que.20: Whether BRC/CRC can be opened in urban areas?

Reply: If the district in which the urban area lies, has no CD Blocks, then BRCs cannot be opened in that urban area. However, if the district has some CD Blocks within its jurisdiction, then scaled down BRCs can be opened in the urban areas within the district, with the proviso that the total expenditure on BRCs/CRCs in the district should not exceed the expenditure which would have been incurred If BRCs were opened at the rate of 1 ERC per CD Block. There is no restriction on opening of CRCs in urban areas.

Que.21: Whether libraries can be set up at BRCs /CRCs?

Reply: Libraries can be set up under the annual TLM grant provided for BRCs and CRCs.

Que.22: Whether Rs. 1200/- per child for IED assistance is only for enrolled children?

Reply: This amount is for all children identified during survey, with the objective that these interventions would bring all such children into the school system.

Que.23: What funds are available for Government aided schools?

Reply: Government aided schools should satisfy the following conditions to be eligible for getting some of the grants under SSA.

- i. The admission policy in the aided schools should be similar to that of Government schools in the State.
- ii. The aided schools should not be collecting any fee from the students.
- iii. Government sanction should be obtained for appointment of teacher
- iv. Salary of teachers and their service conditions should be similar to that of Government school teachers.
- v. Syllabus followed should be same as that of Government schools

If the above conditions are satisfied, following may be extended to the district for Government aided schools:

- a. Teachers' grant @ Rs 500/- p.m.
- b. School Grant @ Rs 2000/- p.m.
- c. Teacher Training for Govt Aided School teachers
- d. Free text books to children

Further, In such cases, aided schools may also be taken into account for calculating Research grant.

Que.24: Whether TLE grant @ Rs 10000/- per School can be given to the existing primary schools not covered under Operation Black Board?

Reply: No, Only in case of Upper Primary schools, the uncovered schools are eligible for the TLE grant of Rs. 50000/-.

Que.25: Whether Research Grant is available for EGS centres/ bridge courses/alternate schools?

Reply: No.

Que.26: Whether Cantonment Schools are eligible for SSA assistance?

Reply: As far as these schools are fully run by the Cantonment Boards and do not charge any fee, these are eligible for assistance under SSA.

Que.27: Whether Madarsas are eligible for assistance?

Reply: Madarsas affiliated to the State Madarsas Boards and satisfying the conditions given in reply to FAQ 23, However, such Madarsas would be expected to follow the curriculum prescribed by the State Madarsas Board. ;

Que.28: How many teachers can be provided for new upper primary schools being opened?

Reply: A minimum number of three teachers can be recommended, provided such teachers are not available through redeployment, at the rate of one teacher per class. The maximum number would depend on the strength of upper primary sections and would be guided by the provision of one teacher for 40 children.

Que.29: From which funds curriculum renewal/ text book development & printing could be taken up?

Reply: Curriculum renewal could be taken up from the Research Grant. Text Book development and printing could be amortized in the

cost of books and the books priced accordingly. So separate funds may not be necessary to be provided for text book development and printing.

Que.30: Whether workbooks can be distributed within the funds available for free distribution of textbooks?

Reply: As far as the workbooks are Integral part of curriculum delivery and are regarded as part and parcel of textbooks, they can be funded for free distribution along with textbooks within the overall ceiling of Rs 150/- per child.

Que.31: Whether transport cost for distribution of books can be provided from SSA funds?

Reply: No separate funds need to be provided for this under SSA. The States may include the distribution cost in the cost of the book and price them accordingly.

Que.32: Under which head costs related to MIS development be provided?

Reply: This may be provided under the Research Head.

Que.33: Whether newsletter can be brought out by States/ Districts?

Reply: Newsletters can be brought out by States/ Districts and can be budgeted under the management head.

Que.34: Whether funds can be provided for media activity?

Reply: Funds can be provided for media activity under the management head.

PART - V

SPECIMEN FORMS

To note :

In this part, in all Forms

“VEC” shall mean even “WEC, TEC or USEC”

	Page No.
Form - 1 Staff Daily Attendance Register	94
Form - 2 Staff Leave Register	95
Form - 3 Staff Casual Leave Register	96
Form - 4 Staff Discipline Register	97
Form - 5 Students Daily Attendance Register	98
Form - 6 Students Discipline Register	99
Form - 7 Cash Book	100
Form - 8 Central Stock Register	101
Form - 9 Land and Building Register	102
Form - 10 Furniture Register	103
Form - 11 Equipment and Teaching Aids Register	104
Form - 12 Books and Journal Register	105
Form - 13 Stationery Register	106
Form - 14 Visitors Book	107
Form - 15 Admission Register	108
Form - 16 Register of Salary Deductions	109
Form - 17 Form of Letter to the SBI	110
Form - 18 A/Roll Form	111
Form - 19 Sanction of Grant-In-Aid	112
Form - 20 Modified Form of T.R. 42	113
Form - 21 Speciment of Treasury Challan (TR-92)	114

FORM - I

(This register shall be maintained by the Head Teacher, and countersigned by Chairman at the end of month)

Name of School _____

STAFF DAILY ATTENDANCE REGISTER

For the year _____

Month _____

Working days _____

(1 = Initial; A = Arrival; D = Departure)

[illegible]

(This register shall be maintained by the Secretary, VEC and countersigned by the Chairman)

STAFF LEAVE REGISTER

INDEX

Designation

Page No.

Name of Staff _____

Designation and qualification _____

School _____

Joined Govt. Service on _____ at _____

[illegible]

(To note : The controlling Officer shall indicate in the leave order Leave at Credit leave granted and leave balance)

(This Register shall be maintained by the Head Teacher who shall grant CL and RH).

STAFF CASUAL LEAVE REGISTER

For the year _____

[illegible]

FORM - 4

(This Register shall be maintained by the Head Teacher)

Name of School _____

STAFF DISCIPLINE REGISTER

W.E.F. _____

[illegible]

(This register shall be maintained by the Class Teacher)

STUDENTS DAILY ATTENDANCE REGISTER

Total Working days _____

98

FORM - 6

(This register shall be maintained by the Head Teacher)

Name of School _____

STUDENTS DISCIPLINE REGISTER

W.E.F. the year _____

[illegible]

FORM - 7

(This Register shall be maintained by the Secretary, VEC, and verified and countersigned by the Chairman VEC. Monthly Closing balance shall be shown separately under Bank balance and Cash Balance. There shall be Receipt Book(s) printed with carbon Office copies).

Name of Community Project _____

CASH BOOK

Year _____

RECEIPT

[illegible]

EXPENDITURE

CSR = Central Stock Register

[illegible]

FORM - 8

(This Register shall be maintained by Secretary, VEC. The Chairman then shall verify and certify monthly. Stock Balance should be verified and listed annually.)

Name of Community school Project _____

CENTRAL STOCK REGISTER

From the year _____

PROCUREMENT

[illegible]

DISTRIBUTION

[illegible]

FORM - 9

(This Register shall be maintained by the Secretary, VEC)

Name of the Community _____

Names of Schools : (1)

(2)

LAND AND BUILDINGS REGISTER

From the year _____

[illegible]

(This Register shall be maintained by the Head Teacher)

Name of School _____

FURNITURE REGISTER

W.E.F. _____

Item of furniture

Table

Chair

Bench

Desk

Chalk Board

Chalk Board Stand

Almirah

Bookshelf/Rake

Notice Board

Other items

Items of furniture _____

[illegible]

(This Register shall be maintained by the Head Teacher)

EQUIPMENT AND TEACHING AIDS REGISTER

From the Year _____

[illegible]

(This Register shall be maintained by the Head Teacher)

Name of School _____

BOOKS AND JOURNALS REGISTER

From the Year _____

[illegible]

(This Register shall be maintained by the Head Teacher)

Name of School _____

W.E.F. _____

Item of Stationery

Paper

Register

File covers

Calk

Carbon Paper

Stencil Paper

Ink

Staple machine & Pins

Puncher Machine

Thread

Duster

Pen/Pencil

Other items

Items of furniture _____

[illegible]

FORM - 14

(This Register shall be maintained by the Head Teacher)

Name of School _____

VISITORS BOOK

From the Year _____

[illegible]

(This Register shall be maintained by the Head Teacher)

Name of School _____

ADMISSION REGISTER

Year _____

[illegible]

REGISTER OF SALARY DEDUCTIONS

Name of DDO.....

Name of VEC.....

Name of School.....

[illegible]

FORM - 17

To,

The Branch Manager,
SBI _____

Dear Sir,

Please credit the following bill
No _____ amounting to Rs. _____
(Rupees _____) in favour of the
under mentioned Village Education Committee (VEC) Bank Account.

Sl.No	Name of VEC.	Bank Account No.	Amount

Your co-operation is highly appreciated.

Yours faithfully,

Name & Signature of
Deputy Inspector of Schools

FORM - 18

A/Roll in respect of _____ communitised
schools for the month of _____

Sl.No	Name of the incumbent with designation	Name of the School	Gross amount	Deduction	Net amount amount	Signature of the recipient

Name & signature of
Deputy Inspector of
Schools

(Specimen)

GOVERNMENT OF NAGALAND
OFFICE OF THE DEPUTY INSPECTOR OF SCHOOLS,
NAGALAND

ORDER

Dated 17th Sept. 02

NO. ED/DIS()/COMM/G&A/2002-03: In pursuance of the Finance department notification NO FIN/TA/1-25/92 (Pt. file I) dated 17th Sept. 2002, sanction is hereby accorded to an expenditure not exceeding Rs. _____ (Rupees _____) only as Grant- in Aid to the _____ Village Education Committee (VEC), being the amount deducted from the salary of the communitised employees.

This sanction is a book adjustment and the expenditure is credited against the earlier drawal of salary under Major Head of Account : 2002-Gen Edn, 01-E1. Edn, 101-Formal Edn, 101(1)-Primary school.

Deputy Inspector of Schools,

NO. ED/DIS()/COMM/G&A/2002-03 : Dated _____ th 02

Copy to :-

1. The Accountant General, Nagaland for favour of information
2. The Director, School Education for favour of information
3. The Chairman/Secretary _____ VEC
4. Office copy

Deputy Inspector of Schools,

FORM - 20

(Specimen)

Head of Account _____

Form T.R. 42

Received a sum of Rs. _____ (Rupees
 _____) only as grants from
 the government, being the amount sanctioned by converting the deducted
 salary of communitised staff(s) as grant vide order No. _____

dated _____

This is to certify that the amount in question is only for
 book adjustment.

Date _____

Examined

Name & Signature of
 Deputy Inspector of
 Schools

Treasury Accountant

Treasury Officer

FORM - 21

(Specimen)

Challan No.
Treasury/Sub-Treasury

Challan of cash paid into the State at.....
..... Bank of India
Reserve

To be filled in by the Remitter

To be filled in by the Department
Officer

By whom Tendered	Name or designation and address of the person on whose behalf money is paid	Full particulars of the remittance and of authority	Amount Rs. Ps.	Head of Account	Accounts officer by whom adjustable	Order to the Bank
DIS _____	Village Education Committee (VEC) of Communitised School	Conversion of deducted salary into brant-in-Aid by transfer credit under communitised schools.	1,000 00	2202 - Gen. Edn, 01 - Ele. Edn, 101 (i) Primary Schools, Salary (Deducted Expenditure)	A.G, Nagaland.	Date Correct received and grant receipt (Signature and full designation of the Officer ordering the money to be paid in)
			1,000 00			
(in words) Rupees One thousand only.			To be used only in the case of remittance to the Bank through departmental officer of the Treasury office			

Treasury Accountant

Date

Treasury Officer
Agent



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